



MEETING NOTES

13277 Webster ISB

10/4/2016

Webster
Interdisciplinary Science Building

Date of Meeting: 10/27/16
Meeting Time: 9:00-10:00
Meeting Location: Loretto Hall

PEC Furniture Update

Agenda

Review of Private Office Layouts for Furniture Fair

- o Update on furniture planning process
- o Overview of furniture plans
- o Discuss upcoming furniture fair

Notes:

- Spellman Brady and Company presented an overview update of the furniture selection process. Results from Workshops 1 & 2 were discussed. It was noted that Spellman Brady is currently conducting individual office reviews with faculty and staff. Staff are being given the opportunity to tailor their desk components and storage pieces to their individual needs. Positive feedback is being received from the staff regarding these meetings. **Spellman Brady will coordinate with Leona Graham to schedule the remaining individual office review sessions.**
- The upcoming furniture fair was discussed. Spellman Brady will coordinate the delivery of furniture samples for evaluation by Webster faculty, students, and the Webster Groves community. There are conflicts with the original dates (Nov 29th and Nov 30th) and the furniture fair will need to be rescheduled. **Craig Miller will coordinate with the office of the President to find a date that works for the PEC to attend the fair – tentative dates being considered are 12/5-12/9.**
- The furniture fair process was discussed including how the results of the fair would be shared. The PEC will review the results and determine how the results will be shared with the Webster community.
- President Stroble suggested that the ISB team work with Global Marketing to coordinate publicity for the furniture fair. Ideas include an announcement in the Webster Journal, having a hashtag created for use on social media, offering food and/or door prizes. It was also suggested that SGA be involved in promoting the event.
- It was noted that the grand opening for the new ISB building will be held in the fall of 2017, after the students are back in session.
- It was discussed that the move coordination will kick off in January of 2017 and that feedback on the transition of Webster Hall will be needed from the PEC to finalize move details. The actual move will commence in July of 2017.
- It was noted that classes are scheduled to start on August 28th, 2017.
- Following the PEC meeting, a wrap-up session was held with Spellman Brady:
 - o Spellman Brady will schedule a walk-through at Rock Hill to look at existing shelving units as potential demos for the furniture fair. **Bruce completed this walkthrough and documented the product that will be used. Spellman Brady will coordinate with Webster to have the appropriate shelving quantities installed at Luhr Library for the fair.**

MEETING NOTES

13277 Webster ISB

10/4/2016

- o There needs to be a meeting scheduled with the Advisory Committee. **Webster to confirm dates – potential dates are 11/9 or 11/11.**

NEXT MEETING DATE: TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image pages – presented at meeting. Image pages include furniture plans, furniture items to be evaluated at the furniture fair, and an overview of the furniture fair process.

Prepared by:

Amanda Renshaw arensaw@spellmanbrady.com

Bruce Hentges bhentges@spellmanbrady.com

Trisha Militello tmilitello@spellmanbrady.com

Spellman Brady & Company

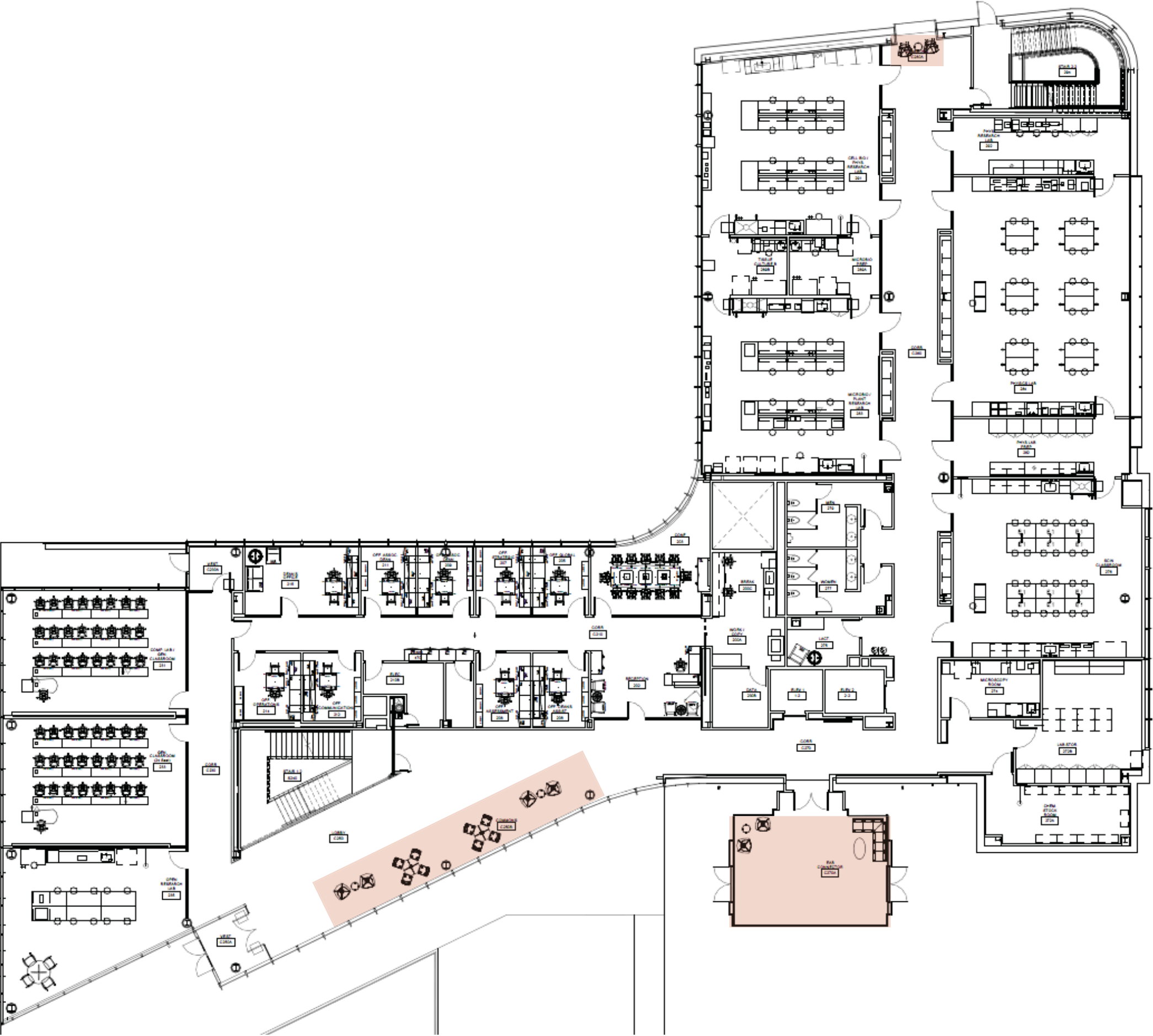


interior planning | furniture | artwork

furniture

Webster University
Interdisciplinary Science Building
10.27.16

general note:
- updated plan to reflect
notes from user group
meeting 09.20.16



furniture plan

indicates public spaces

2nd floor | furniture plan
not to scale

general note:
- updated plan to reflect
notes from user group
meeting 09.20.16

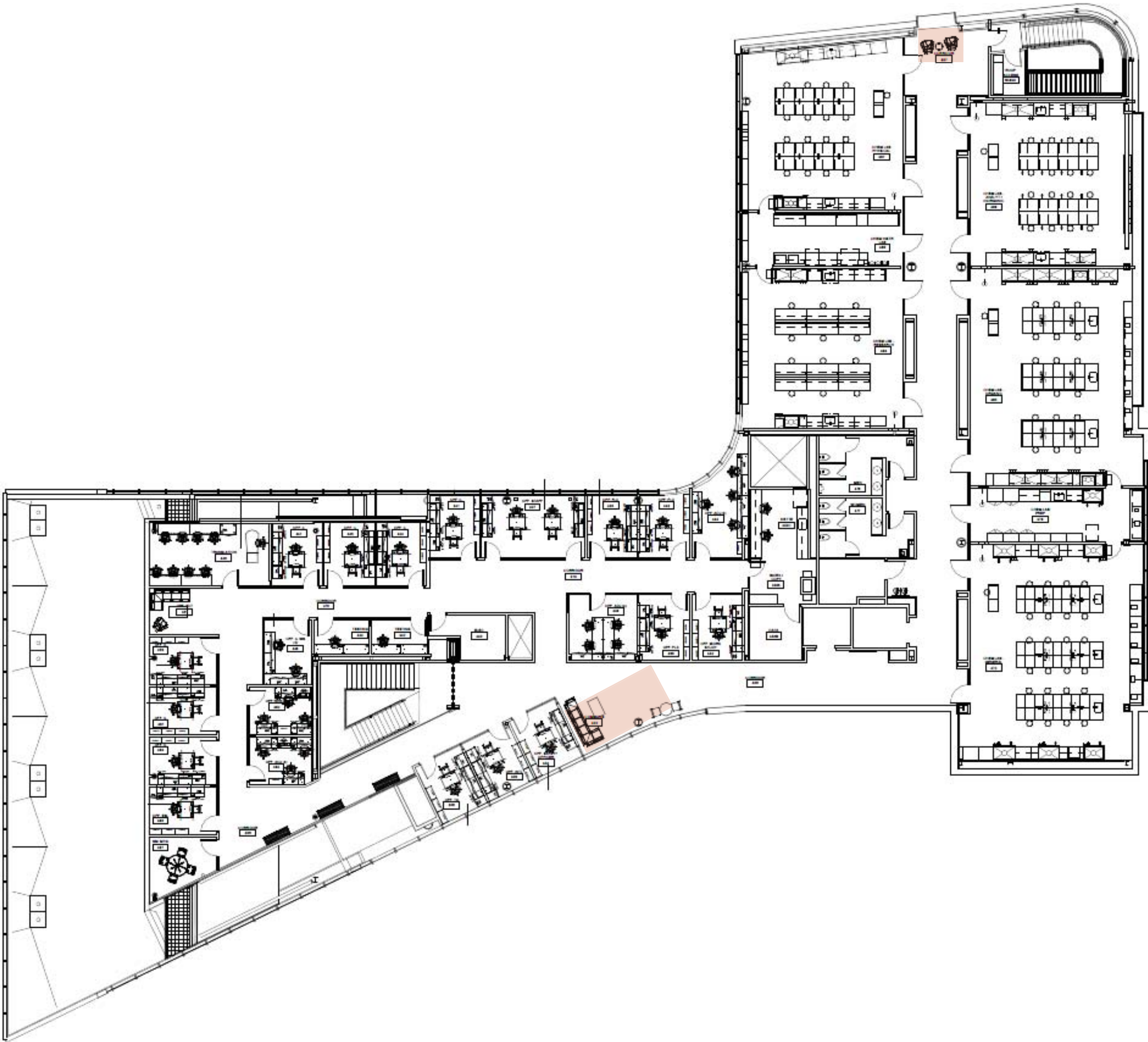


furniture plan

indicates public spaces

3rd floor | furniture plan
not to scale

general note:
- updated plan to reflect
notes from user group
meeting 09.20.16



furniture plan
indicates public spaces

4th floor | furniture plan
not to scale

criteria

interior office layouts have been broken down into three major components:

- work wall
- table
- freestanding storage

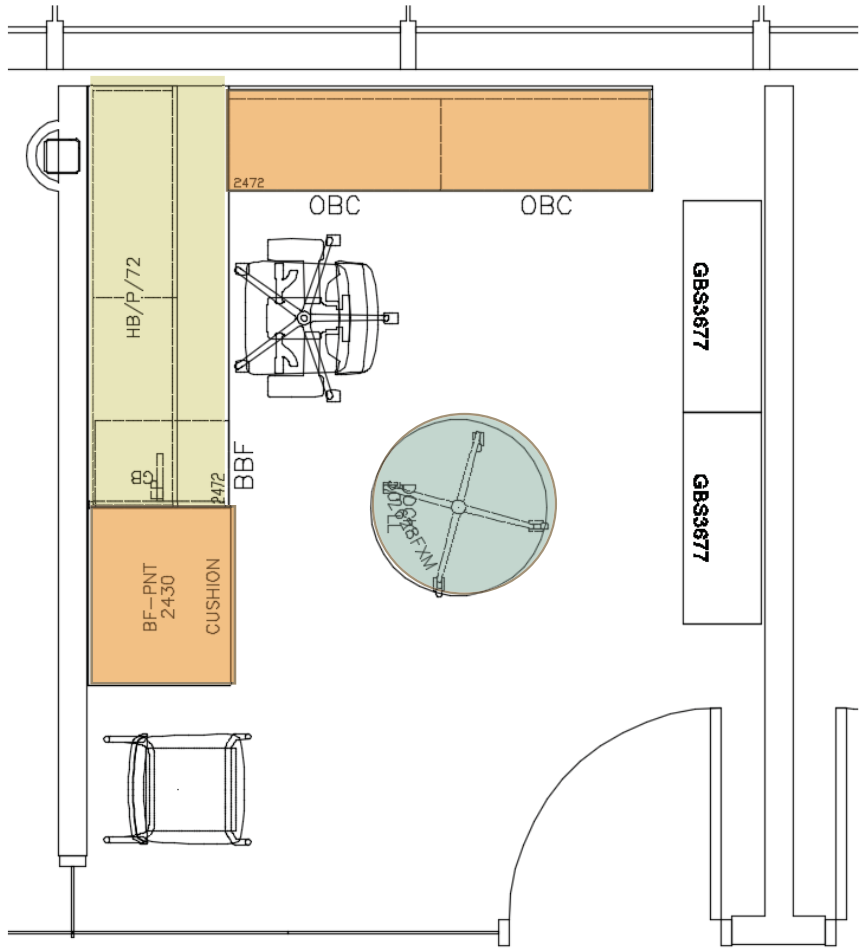
option 1 - all metal

workwall includes open shelving and double-high hutch

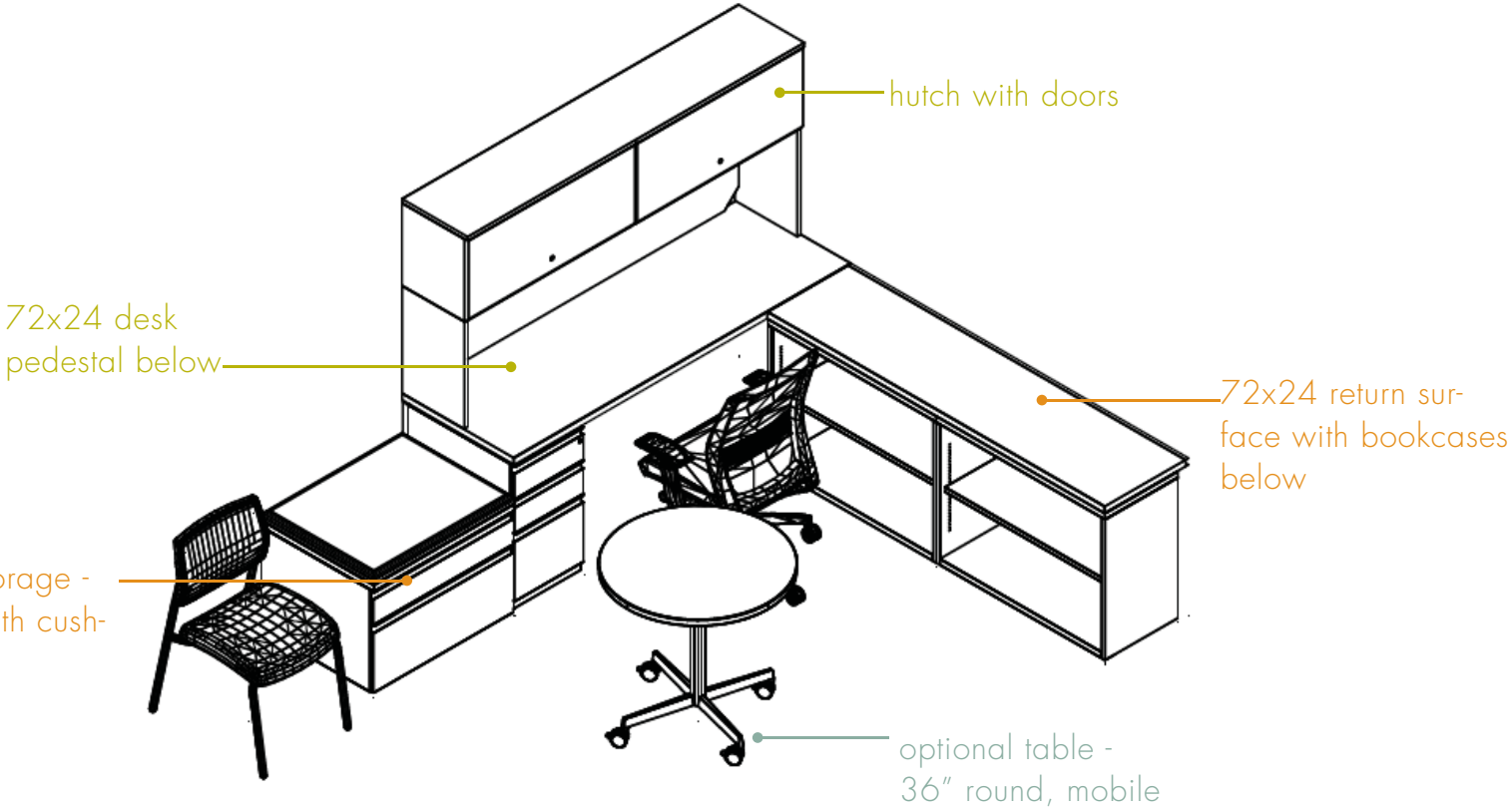
freestanding storage options:

- low storage with cushion
- storage tower

mobile table - round



office | option 1



criteria

interior office layouts have been broken down into three major components:

- work wall
- table
- freestanding storage

option 2 - laminate/metal

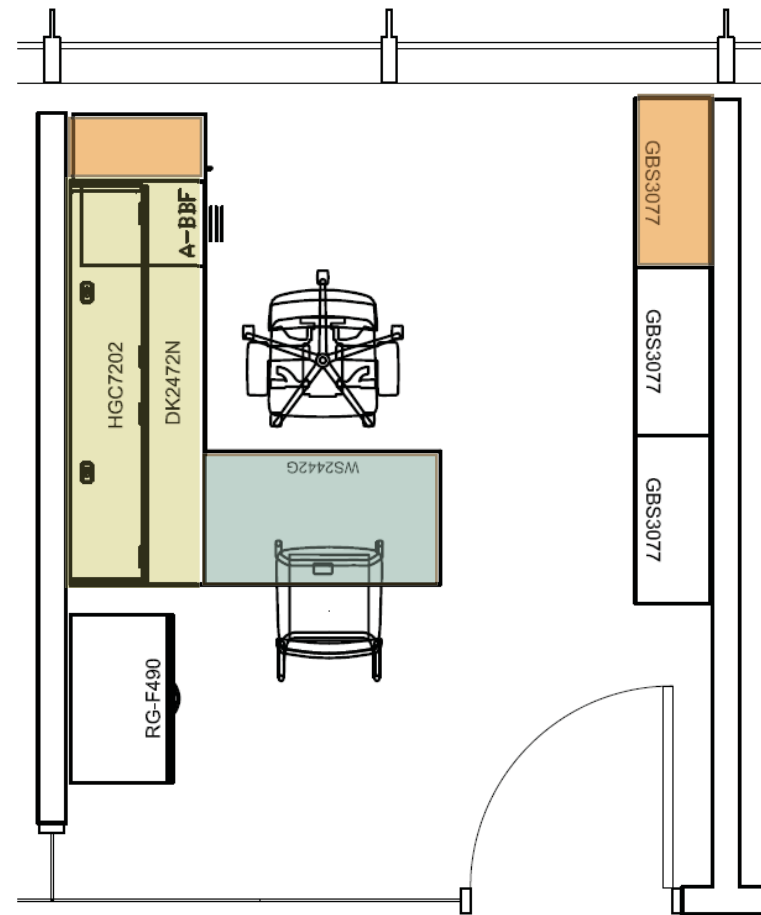
workwall includes box/box/file pedestal and single-high metal hutch with doors

freestanding storage options:

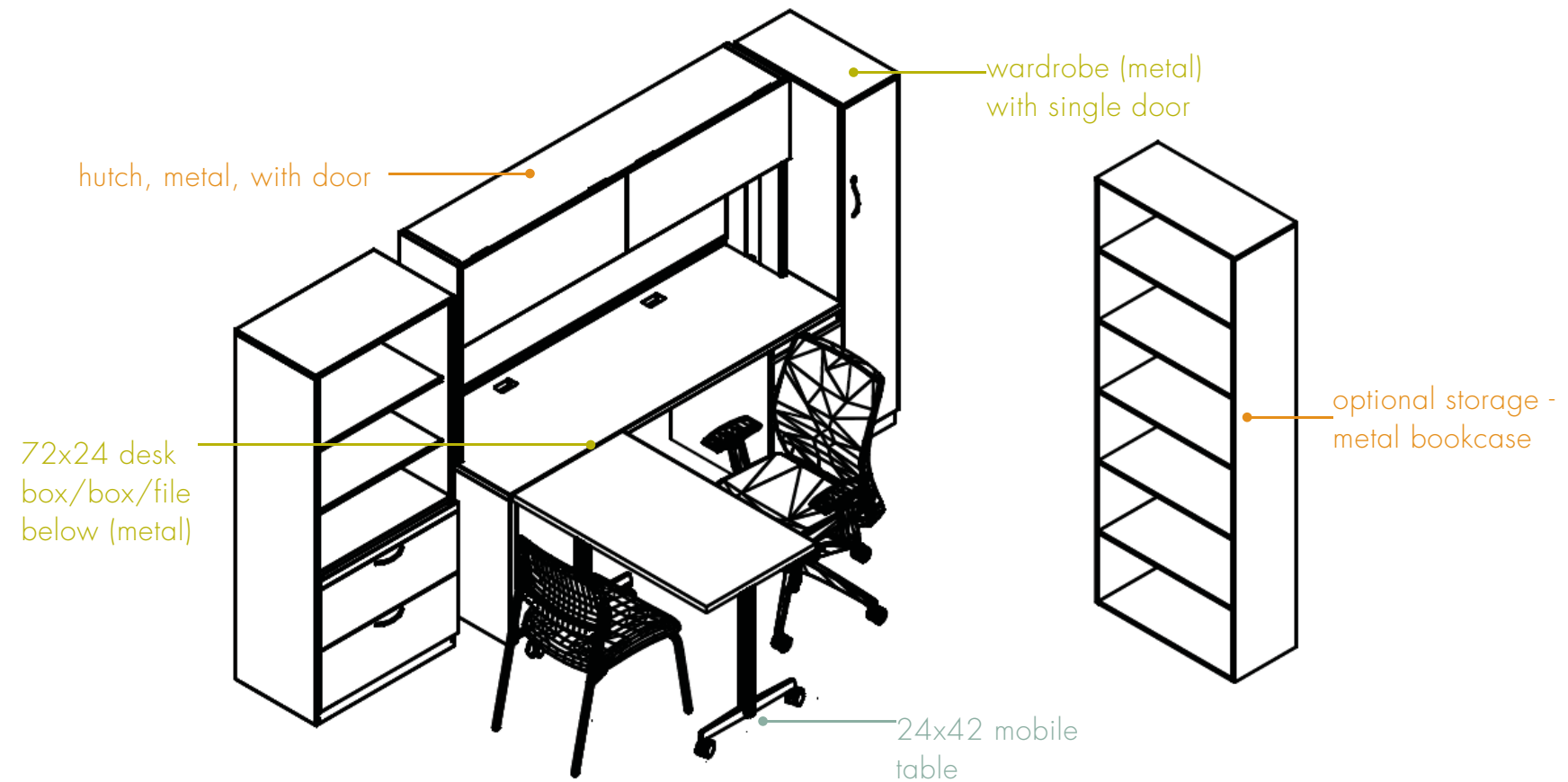
- open bookcase
- combo unit

rectangular mobile table, 24x42

*could show a sit/stand monitor arm on the fixed height table



interior office | option 3



private office options



task chair options



*also available with an upholstered back

private office guest chair options



height adjustable table



mobile rectangular table



mobile round table



2 High Lateral File



3 High Lateral File



5 High Lateral File



combination - storage



5 High Bookcase

ergonomic solutions:



monitor arm

notes from user group meeting 09.07.16:

- no 3 panel whiteboard
- whiteboard needs to be writable and allow projection



classroom tables

whiteboard | projection



- da-lite idea screen
- wallcovering
- paint



instructor station options



*typical instructor station - not shown at fair



*available with headrest

classroom chair options



stool options:

- with tablet arms
- height adjustable with no back and foot rest
- with low back
- fixed stools no back



lab stool options



exam stool



teaching kitchen stool options

notes from user group meeting 09.20.16:

- writable wall
- display areas
- tackable surface
- more collaborative tables and chairs
- lounge furniture
- modular systems for students to rest
- lounge seating with tablet arms
- benches near doors



side chairs - used with study tables



swivel chairs - located near windows



small scale lounge chair



tablet arm chairs - to create study spaces



lounge chairs



notes from user group
meeting 09.20.16:

- writable wall
- display areas
- tackable surface
- more collaborative tables and chairs
- lounge furniture
- modular systems for students to rest
- lounge seating with tablet arms
- benches near doors

lounge seating



benches



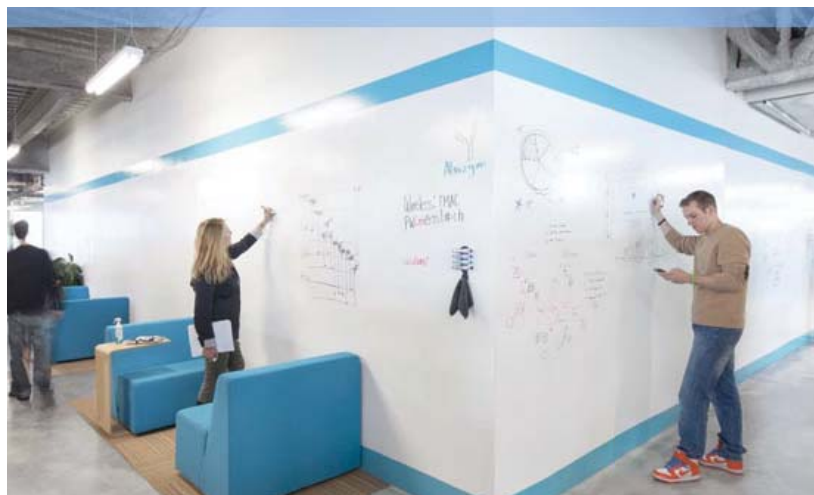
modular seating

notes from user group
meeting 09.20.16:

- writable wall
- display areas
- tackable surface
- more collaborative tables and chairs
- lounge furniture
- modular systems for students to rest
- lounge seating with tablet arms
- benches near doors



occasional table options



mobile stacking chair (no cart)



height adjustable table with casters



stacking chair (available with cart)

notes from user group
meeting 09.07.16:

- not all conference rooms
will be built in
- 1st floor large confer-
ence to be modular nest-
ing tables
- fixed conference tables

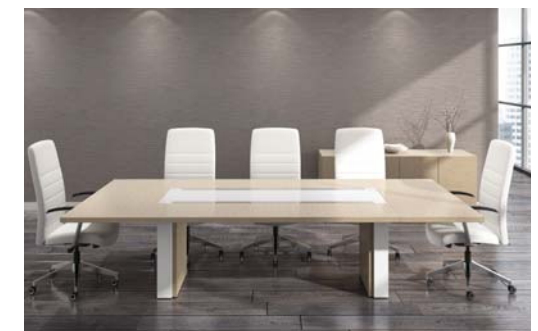


conference tables



conference chair options

NOTE: These items will not be present
at the furniture fair



notes from user group meeting 09.07.16:

coat rack:

- favored over wardrobe
- locate coat racks in all offices behind door
- coat racks in common spaces for students

mobile surface dividers:

- solid 2'H minimum
- want to see sample at furniture fair

mail sorter:

- slotted over slanted rack
- set on surface
- allow names to be adhered



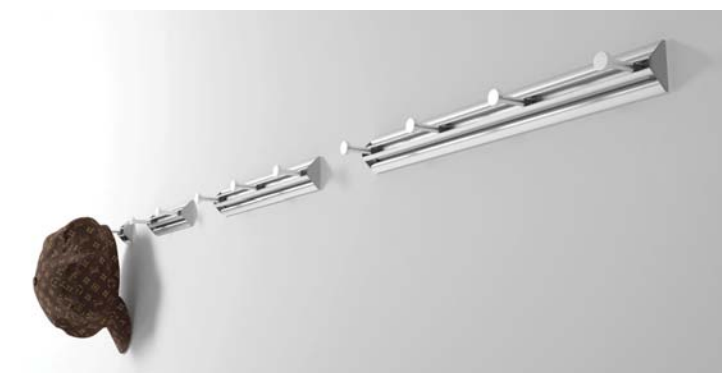
surface divider



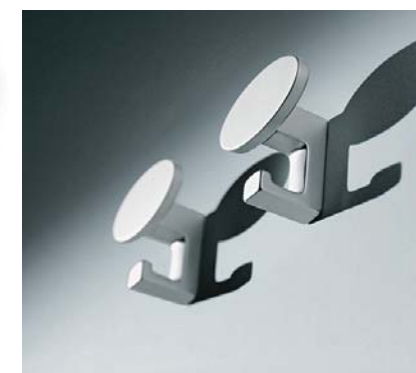
waste/recycle receptacles



mail sorter



coat rack



NOTE: These items will not be present at the furniture fair

notes from user group
meeting 09.20.16:

outdoor tables will have
loose seating (not at-
tached)

umbrellas may be pro-
vided

waste/recycle receptacles
may be provided



bench options



table options



outdoor waste/recycle



outdoor chair options



outdoor umbrella - optional

outdoor | options

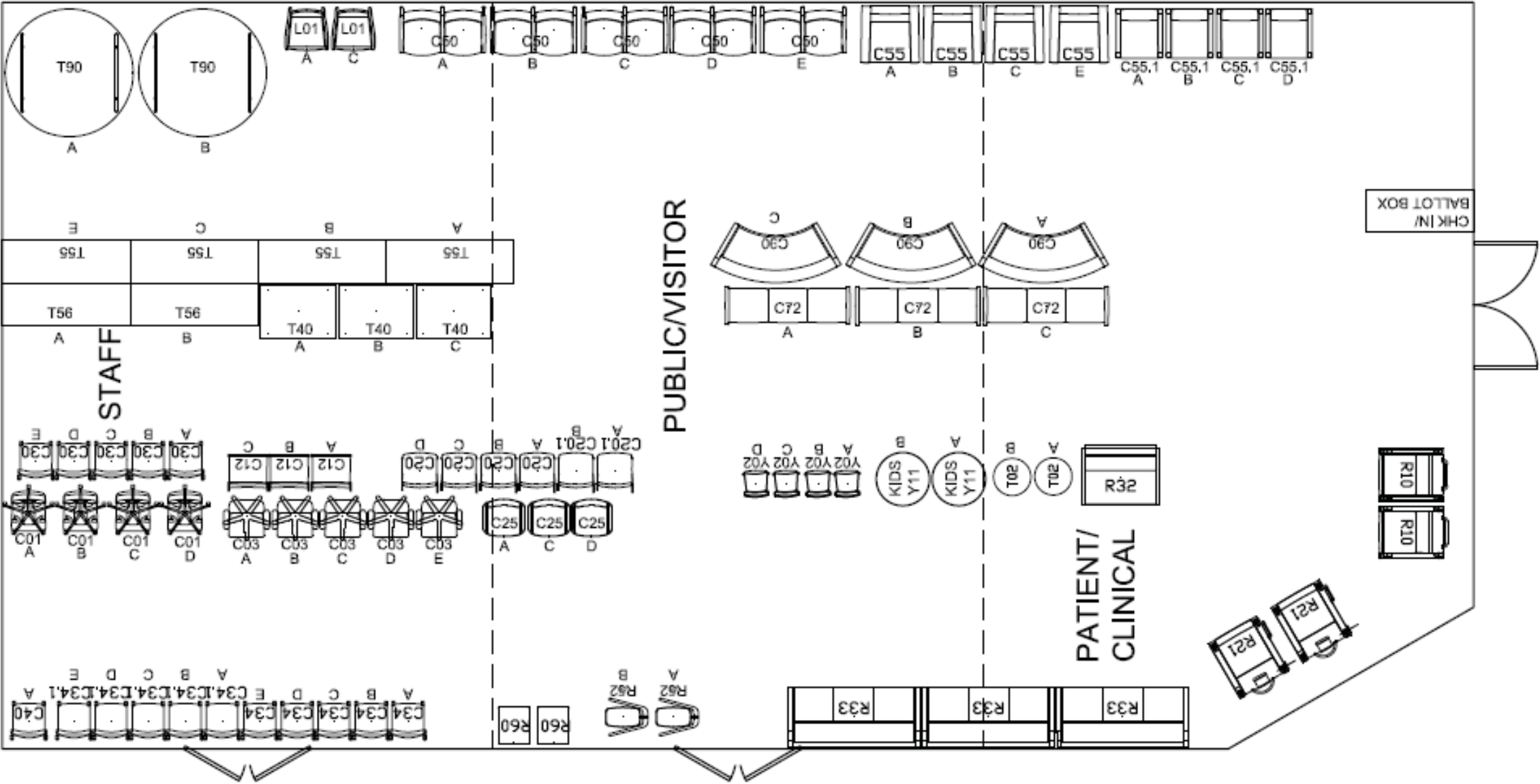
NOTE: Only outdoor
chairs will be present
at the furniture fair.



interior planning | furniture | artwork

Furniture Fair Process

Webster University
Interdisciplinary Science Building
10.25.16





furniture plans/renderings



furniture item tags & voting tags



furniture category identification





JOHN KNOX VILLAGE
"THE WOODLANDS"
ELDER ROOMS
CHAIRS

Voting Percentage

Parameters	
Highback	
Motion back	
Special finish	
Crumb Cleanout	
Warranty	
Votes	
Preliminary Budget	
LOW-HIGH RANGE	\$724-\$1086
AVG. UNIT COST	\$905.00
QUANTITY	144
TOTAL BUDGET	\$130,320.00

MANUFACTURER COMPARISON		12107 4/1/2015	
	15%	22%	
Fairfield - 8207-MR		Kwalu - Carrara	
PRODUCT FEATURES		PRODUCT FEATURES	
X		X	
X		X	
X		X	
X		X	
5 Years		10 Years	
RESIDENTS: 4 STAFF: 7 TOTAL: 11		RESIDENTS: 5 STAFF: 11 TOTAL: 16	
MID GRADE FABRIC PRICING		MID GRADE FABRIC PRICING	
UNIT COST EXTENDED COST		UNIT COST EXTENDED COST	
\$465.00 \$66,960.00		\$850.00 \$122,400.00	
POTENTIAL SAVINGS		POTENTIAL SAVINGS	
\$63,360.00		\$7,920.00	
Carolina - Modern Amenity		Cooltree - Driftwood Glider	
PRODUCT FEATURES		PRODUCT FEATURES	
X		X	
X		X	
X		X	
Limited Lifetime		10 Years	
RESIDENTS: 6 STAFF: 3 TOTAL: 9		RESIDENTS: 21 STAFF: 17 TOTAL: 38	
MID GRADE FABRIC PRICING		MID GRADE FABRIC PRICING	
UNIT COST EXTENDED COST		UNIT COST EXTENDED COST	
\$885.00 \$127,440.00		\$870.00 \$125,280.00	
POTENTIAL SAVINGS		POTENTIAL SAVINGS	
\$2,880.00		\$5,040.00	

CANNONDESIGN

MEETING NOTES

June 8, 2015

Client: Webster University

Project: Interdisciplinary Science Building (ISB)
User Advisory Committee Meeting

CannonDesign #: 004561.00

Meeting Date: Monday, June 01, 2015

Meeting Time: 8:30am-5:30pm

Meeting Location: Webster University

Attendees: Craig A. Miller, Sr., Facilities Planning
Stephanie Schroeder, Biological Science
Ravin Kodikara, Biological Science
Mary Preuss, Biological Science
Julie Mehringer, Biological Science
Herman Krup, Biological Science
Ryan Groeneman, Biological Science
Ron Gaddis, Biological Science
Jill Stulce, Nurse/Anesthesia
Jenny Broeder, Nursing
Gabbe Halley, Nursing
Lynn Grossman, CannonDesign
Punit Jain, CannonDesign
Richard Bacino, CannonDesign

Meeting Subject/Agenda: Review laboratory plans, equipment lists, and room data sheets. Review each lab space with plan drawings and discuss how the Users intend to use the space. Review the User's pedagogy and understand how the space can support their approach along with a specific understanding of casework needs, style and placement, storage needs, and A/V requirements.

Item	Topic of Discussion
1.	Laboratory Plans Hand drawn sketches produced at the meeting are included as an attachment and represent the detailed discussion that occurred at the meeting. Rooms discussed include: Biology, Chemistry and Physics Teaching Labs; Research Labs for Biology, Chemistry and Physics; Support and Shared spaces for Biology, Chemistry and Physics; Nurse Anesthesiology and Nursing Spaces. The next step will be incorporating the information received into the computer model for an iterative review on June 11. Cannon Design requested updated equipment lists from Webster University. The lists should include additional information on equipment already listed and additional equipment not listed..
2.	AV Discussion Webster University faculty requested that projection screens, when deployed, do not block the center of marker boards on the teaching wall. Projection is required in the classrooms and teaching labs. The design team proposed that a marker surface, acceptable for projection, could be applied directly on the wall surface and be used for both projection and as the marker surface. This would allow marks to be added to an image projected directly on the specially coated wall. In this scenario, a separate projection screen would not be needed. The faculty in the meetings preferred the direct projection idea outlined above understanding that the projected image quality is not as optimal as on a separate dedicated screen.

CANNONDESIGN

MEETING NOTES

Page 2 of 2

To the best of my recollection, the above items were discussed. Should there be any additions or corrections, please advise CannonDesign within seven days. We will consider these meeting notes an accurate record for proceeding, unless informed otherwise as noted.

Prepared by,

A handwritten signature in black ink, appearing to read "Lynn S. Grossman", written over a light gray rectangular background.

Lynn Grossman, AIA

exhibits:

- 06/01/15 plan sketches created at the meeting are provided separately



MEETING NOTES

13277 Webster ISB

4/6/2017

Webster University
Browning Hall, Interdisciplinary Science Building

Date of Meeting: 04/06/17

Meeting Time: 11:00-1:00

Faculty Furniture Review

Purpose: Review final furniture selections & furniture fabrics/finishes

Notes:

- The furniture package was reviewed with the faculty along with the fabrics and finishes.
- It was decided that the stools in the teaching kitchen would be white.
- It is still TBD if the screens in the Quantitative lab will be fabric or frosted acrylic. **Action Item: Webster to provide this decision to Spellman Brady by 4/12/17.**
- It was discussed that the lab stool in the cold room would be a 4-leg stool without height adjustability. Pneumatic cylinders will freeze and break when exposed to extreme temperatures.
- The selection of the small-scale height adjustable lab stool was confirmed.
- The solid gray fabric was selected for use on the seats of the faculty task chairs. The backs will be black mesh.
- The faculty noted that the fabric on the existing guest chairs planned to be used in the faculty offices was not desirable and did not seem to coordinate with the rest of the finish palette. If the existing chairs are used, the faculty prefer a solid gray fabric be used on the cushion storage in the private offices. If it is decided to purchase new guest chairs, the fabric selection will be revisited.
- The faculty asked to review additional options for the cubicle curtains in the health assessment lab. **Action Item: Spellman Brady will provide additional cubicle curtain options to Jill Stulce.**
- The faculty did not like the patterned vinyl proposed for use on the side chairs in the Dry Skills Lab and Mock Exam rooms. This upholstery will be changed to the blue vinyl.
- The exam tables in the Mock Exam rooms & Health Assessment lab do not require paper rolls.
- No other exceptions were taken to the furniture package or finishes.

NEXT MEETING DATE: TBD

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Enclosed:

Image pages as presented during the faculty review

MEETING NOTES

13277 Webster ISB

4/6/2017

Prepared by:
Amanda Renshaw
arensaw@spellmanbrady.com
314-669-3471

Webster University
Browning Hall, Interdisciplinary Science Building

Date of Meeting: 03/23/17

Meeting Time: 8:30-9:30

PEC Meeting

Purpose: Review furniture package including finishes and fabrics

Notes:

Furniture & Finish Review

- The reuse of existing product from the extended campuses was discussed. President Stroble expressed concern over using existing chairs in the classrooms.
Action Item: Spellman Brady to provide a cost analysis of the potential savings created by using existing chairs in the classrooms. Webster will have an actual sample of the existing classroom chairs for review by the PEC.
- It was determined that it would be acceptable to use existing task chairs in the adjunct spaces and existing guest chairs in the private offices.
- It was determined that it would be acceptable to use existing classroom tables.
- Lab stools were reviewed; no exceptions were taken.
- The teaching kitchen stools were reviewed; no exceptions were taken to the furniture type. *Spellman Brady confirmed that the sample shown at the furniture fair was in the Honey finish. Honey was the darker of the two samples reviewed today.*



- A sample of the auditorium seating was presented for evaluation. It was noted that this chair would be acceptable. The blue fabric option was selected for the upholstery.
- It was noted that the auditorium should be named "auditorium" not "lecture hall."
- Upholsteries and finishes for furniture in public spaces were reviewed. No exceptions were taken to any of the fabrics or finishes presented, except as noted below:

- In Commons 450A, for the 3-seat lounge, Option 3 was selected, with the exception that the seat upholstery would be changed to blue vinyl as shown below:



modular sofa

- In Commons 303, for the L-shaped modular lounge, Option 2 was selected:



modular lounge - option 2

- In Conference 140, it was decided that the table should be woodgrain laminate or wood veneer in a finish to match the millwork. **Action Item: Spellman Brady to research finish options available. A new solution will be reviewed with the PEC.**
- Finishes for the faculty private offices and dean's suite were reviewed. No exceptions were taken to the proposed desk finishes.
- It was approved to proceed with scheduling a review meeting with the new dean to discuss the layout for his office furniture. Upholstery options will also be discussed. **Action Item: A meeting is to be scheduled with the new dean. Once the layout is reviewed, the final design and finishes will be presented to the PEC.**
- The layouts of the ILC and ESL adjunct offices were reviewed; it was determined that providing storage for these offices would be acceptable.
- It was noted that existing tables would be provided for other adjunct offices. It was determined that adjunct spaces without storage would be provided lockers. A hasp to accept the user's own padlock would be the preferred locking mechanism. **See attached image page showing proposed locker storage.**
- It was noted that Dr. Woolf would like to bring her existing office furnishings from Webster Hall to the ISB building in lieu of purchasing new. **Action Item: Webster is to review this request with Dr. Schuster.**
- Next steps:
 - o Issue a release to Global Marketing regarding furniture selections for the ISB. The release is to be reviewed by President Stroble prior to publication. **Action Item: Spellman Brady is to provide a summary statement regarding the furniture fair, and provide a summary of selected items and fair results. The summary of selections will be provided following the additional task chair and lab stool evaluations that are currently ongoing.**
 - o Hold a review meeting with the faculty to review the final furniture package and finishes.

NEXT MEETING DATE: TBD

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Enclosed:

Updated image pages will serve as a visual record of fabrics reviewed and selected during this meeting.

Options for lockers in adjunct spaces.

Prepared by:

Amanda Renshaw

arensaw@spellmanbrady.com

314-669-3471



MEETING NOTES

13277 Webster ISB

4/6/2017

Webster University
Browning Hall, Interdisciplinary Science Building

Date of Meeting: 04/06/17

Meeting Time: 4:00-5:00

PEC Meeting

Purpose: Review existing product; review options for meeting rooms; review adjunct storage.

Notes:

- Information was provided regarding the reuse of existing classroom chairs. Demo chairs were evaluated of the existing classroom chair (TR2) and the proposed new classroom chair (Focus – same as the EAB). It was decided to proceed with reusing the existing classroom chairs.
- Information was provided regarding the reuse of existing classroom tables. It was noted that the existing tables do not have casters. The existing tables will be retrofitted with power. It was decided to proceed with reusing existing classroom tables.
- Information was provided regarding the reuse of existing side chairs in the private offices. A demo of the existing chair was presented so the PEC could see the existing fabric and finish. It was decided to proceed with reusing existing side chairs in the private offices.
- The selected lab stool was presented. There were no objections.
- Additional options were presented for the table in Boardroom 140. The PEC did not have a preference between option 1 & 2. The maple finish was selected. After the meeting, it was noted that we may need to explore an option with a laser engraved logo similar to the boardroom table at the Arcade campus. Action Item: Spellman Brady will explore options for a custom table including cost implications and lead times.
- The style of tables in meeting rooms 203 and 352 will be woodgrain laminate with panel base to compliment the style of the boardroom table.
- The adjunct lockers were reviewed. The finish will be gray to match the bases of the existing tables.
- It was noted that the modular walk-off carpet currently specified in the vestibules has been discontinued. An alternate solution was presented. It was noted that this solution is also modular which would allow for easy replacement of damaged or soiled tiles if needed in the future. There were no objections to the pattern or color of the replacement walk-off carpet.

NEXT MEETING DATE: TBD

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MEETING NOTES

13277 Webster ISB

4/6/2017

Enclosed:

Image pages as presented during the faculty review

Prepared by:

Amanda Renshaw

arensaw@spellmanbrady.com

314-669-3471



MEETING NOTES

13277 Webster ISB

2/7/2017

Webster University
Browning Hall, Interdisciplinary Science Building

Date of Meeting: 03/16/17

Meeting Time: 10:00-12:30

Pre-PEC Meeting

Purpose: Review furniture package including finishes and fabrics

Attendants:

- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, lgraham14@webster.edu
- ☒ Lynn Grossman, lgrossman@cannondesign.com

Notes:

Budget Review

- The revised budget was reviewed. It was noted that the cost savings are largely due to the reuse of existing product. **Action Item:** SBC to provide an updated budget to reflect changes made in this meeting before further review.

Furniture Package Review

- It was confirmed that floor boxes will be provided in General Purpose Classroom 231; SBC will retrofit the existing tables with desktop power.
- It was noted that CPU holders may not be required in the computer lab. **Action Item:** Webster to contact Nirmina to determine CPU requirement.
- Further review of the material being used on the divider screens in the Qualitative Lab will be required. **Action Item:** SBC to provide acrylic and fabric sample to Heather Mitchell and Mike Hulsizer for review/approval.
- Exam tables in the Mock Exam and Health Assessment Lab should have paper rolls included.
- It was noted that a new table and chairs would be provided in room 235 due to high visibility. The table top will match the color of the epoxy tops of the lab millwork.
- It was noted that new furniture will be provided in the Green Room due to high visibility from the public space outside the lecture hall. **Action Item:** SBC has confirmed monitor location – see attached updated image pages.
- It was noted that the furniture package should include shelving in the lab storage rooms. **Action Items:** SBC to add wire shelving to the furniture budget. Webster to provide information on the types of items being stored in each space and the type of shelving needed (open wire shelves or shelves with decking).
- Further evaluation of task chairs and lab stools will take place the week of 3/20. A sign-up sheet will be provided with each task chair and faculty will indicate their choices individually. **Action Item:** SBC has provided demo chairs in Webster Hall 211. Stephanie Schroeder has been contacted regarding the evaluation.
- Benches in the sunken garden will be eliminated from the furniture package. Benches will be built in to the architectural features of the space.
- The tablet arm chair will be eliminated from corridor C180.

MEETING NOTES

13277 Webster ISB

2/7/2017

- EAB connector C240A will be furnished with two wood benches instead of upholstered lounge furniture.
- Additional upholstery options will be provided for the large modular lounge piece in the third & fourth floor commons (303 and C450A).
- It was confirmed that the wood 4-leg stools would be used in computer alcove C370B.
- Meeting room 304 will be provided with new furniture to match the study tables in Commons C350A.
- Meeting room 441 will utilize existing furniture.
- Furniture items that will house technology (AV credenzas, power boxes in conference tables) will be sent to Marty Martin for further technical review.
- Further evaluation of the adjunct spaces on the fourth floor will be needed to determine the furniture requirements. Currently these adjunct spaces are planned to include desks with storage. They may need to be changed to freestanding tables/no storage to match the other adjunct offices. **Action Item: Layouts are to be reviewed by Dr. Broeder and Stephanie Schroeder. The question may also need to be presented to the PEC for approval.**
- It was noted that the lecture hall will need to be discussed at the upcoming PEC meeting. Discussion will include an evaluation of the demo chair and a review of the finishes and proposed fabric options.
- The attached updated image pages will serve as a visual record of fabrics that were reviewed and selected during this meeting.
- The PEC meeting was discussed. **Action Item: SBC to provide a meeting agenda by 3/21.**

NEXT MEETING DATE: PEC MEETING 3/23/17

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed: Updated image pages will serve as a visual record of fabrics reviewed and selected during this meeting.

Prepared by:
Amanda Renshaw
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MEETING NOTES

13277 Webster ISB

3/23/2017

Webster University
Browning Hall, Interdisciplinary Science Building

Date of Meeting: 04/05/17

Meeting Time: 1:00-3:30

Technology Coordination Meeting

Purpose: Coordination of AV and Computer Equipment with Casework & Furnishings

Notes:

- CPU holders will not be provided in faculty, staff, or adjunct offices.
- CPU holders with security mounts will be provided in the Computational lab.
- In the Computation Lab, existing tables will be retrofitted with power. Power will be located below the table and mounted at the front edge for easy access in lieu of cutting the tops to accommodate in-surface power modules.
- CPU holders are not required in the Qualitative Lab.
- In the Qualitative Lab, AV equipment will be housed inside a credenza; the credenza will be part of the furniture package. Webster to determine if the existing credenza in the Welcome Center will be acceptable. If not, a new credenza will be provided with the same specifications as the credenzas in LH 402. **Action Item: Webster to evaluate reuse of existing credenza.**
- CPU holders will be required at the perimeter tables in the Quantitative Lab; they will not require a security mount as the room is locking.
- In the Quantitative Lab 353, the AV equipment will be housed in the instructor station which is part of the furniture package. **Action Item: Spellman Brady will provide specifications on the instructor station to ensure compatibility with AV racks. This instructor station will have a locking door.**
- CPU holders are required in Translation Lab 419; security mount is not needed.
- It was confirmed that no AV equipment would be housed inside the instructor stations in Computational Lab 231 and General Classroom 233. Control panels will be on a wall plate.
- Instructor stations that do not have AV equipment inside will have open shelves and no door.
- It was noted that in the Mock Exam rooms, the wall mounted monitor arms are CFCI and are not part of the furniture package.
- A podium for the auditorium will be added to the furniture package. The podium will need to house a DVD player and accommodate a microphone. The unit should have casters and a pull-out dictation slide. **Action Item: Spellman Brady will provide lectern options.**
- Printer carts will be provided as part of the furniture package in the Translation Lab 419, the Computational Lab 231, and the Quantitative Lab 353. The specifications of the cart will be determined after a printer is selected so that the size of the printer can be confirmed. **Action Item: Webster to provide dimensions of printers.**

MEETING NOTES

13277 Webster ISB

3/23/2017

- In Conference 140, AV equipment will be housed in the built-in credenza which is part of the millwork package. The table will have power boxes that will accommodate CAT6 data cables, HDMI, and VGA.
- In meeting room 154, a single large table will be required instead of using existing 24x60 classroom tables. The table should have a power box to accommodate CAT6 data cables, HDMI, and VGA. A credenza is not needed for AV equipment.
- Meeting rooms 203 and 352 will require a power box in the table to accommodate CAT6 data cables, HDMI, and VGA. A credenza is not needed to house AV equipment.

NEXT MEETING DATE: TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

Image pages as presented during technology meeting

Specifications on AV compatible instructor station

Prepared by:

Amanda Renshaw

arenschaw@spellmanbrady.com

314-669-3471

Webster
Interdisciplinary Science Building

Date of Meeting: 10/21/16
Meeting Time: 1:30-2:30
Meeting Location: Loretto Hall, Room 201

Upcoming PEC Meeting and FF&E Furniture Fair Review Agenda

Review of Furniture plans
Review of upcoming PEC meeting Agenda/topics
Discuss private office one-on-ones agenda and time frame
Review ancillary items to be ordered for the furniture fair

Attendants:

- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Furniture plans were reviewed. SBC to make all modifications to plans as discussed for upcoming PEC meeting. **Revised furniture plans are attached.**
- Removing the carpet from the 2nd floor entry is approved, or else the carpet flooring pattern needs to become more of a design feature. **SBC to notify Cannon of this change.**
- Possible grand opening locations were discussed. All commons spaces discussed (1st floor, 2nd floor and 3rd floor) need to provide furniture with flexibility for events.
- Spellman Brady to confirm TV locations on 3rd Floor. **TV locations have been confirmed and are shown on the updated plans, attached.**
- Spellman Brady to develop the EAB Connector. Spellman Brady to get confirmation on what the blocks within the EAB Connector are from Cannon. **SBC has confirmed that the blocks are for a suggested furniture placement, not a built structure. Furniture plan has been updated on the attached.**
- It was discussed to make all Commons spaces more equal with study spaces and lounge spaces. It was suggested to provide some lounge chairs with tablet arms to allow both functions. **Furniture plans have been updated, attached.**
- During the PEC meeting SBC needs to explain how the results of the furniture fair will be presented. **A process review of the furniture fair has been added to the PEC meeting agenda.**
- Discussed ways to get people to come to the furniture fair. Having snack for all guests during the furniture fair was mentioned. **Webster to coordinate with events.**
- During the PEC meeting SBC needs to confirm if we can move forward with having an article in the Webster newspaper on the Furniture Fair. **This question has been added to the PEC meeting agenda.**
- Spellman Brady will provide revised private office floorplans during the furniture fair. The revised plans will be given to the faculty with their name tags while entering the fair. Spellman Brady to provide a signature line for approval on plan and make a deadline date for sign off.

- Webster to provide name tags for faculty and staff for Furniture Fair. All other guests will fill out a name tag at the door while entering.
- Spellman Brady to attempt to get outdoor furniture for the Furniture Fair. **Outdoor chair options will be present at the furniture fair.**
- Discussed scheduling an Advisory Committee meeting. The morning of November 9th or 11th are tentative dates. Webster to confirm what works best for attendants.
- Spellman Brady to place all past meeting notes, important emails and image pages on Data Start. Spellman Brady to coordinate with Ellie to set up a new folder for all items.
- Webster to provide yard signs for the Furniture Fair to help direct guests.
- Spellman Brady to confirm if headrest on classroom chair is adjustable.
- During PEC meeting Spellman to confirm who would like to have a one-on-one walk through during the furniture fair. **This question has been added to the PEC meeting agenda.**

NEXT MEETING DATE: Private Office One-on-one's 10.26.2016, PEC Meeting 10.27.2016

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached updated image pages.

See attached updated furniture plans.

Prepared by:

Bruce Hentges bhentges@spellmanbrady.com

Trisha Militello tmilitello@spellmanbrady.com

Spellman Brady & Company



MEETING NOTES

13277 Webster ISB

10/4/2016

Webster
Interdisciplinary Science Building

Date of Meeting: 10/04/16
Meeting Time: 8:30-10:30
Meeting Location: Loretto Hall

FF&E Furniture Fair Review

Agenda

Review of Private Office Layouts for Furniture Fair

- o Review typicals that will be ordered for the furniture fair
- o Review updated private office typical requested by the biology and ASP departments
- o Review updated adjunct office layout options
- o Discuss one-on-one meeting agenda and time frame

Review of Furniture Fair Items

- o Review ancillary items to be ordered for the furniture fair

Attendants:

- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Private office furniture layouts and storage components were reviewed. **Updated typicals are attached.** These typicals will be ordered for evaluation at the furniture fair. They include one all laminate solution and two laminate/metal solutions.
- It was requested that the cushion shown in the low storage option remain unattached for the furniture fair.
- It was discussed that we will look into borrowing bookcases from Rock Hill to simulate the footprint of an office with maximized bookcase storage. Room footprint will be taped out on the floor at the furniture fair.
- Spellman Brady will coordinate with Webster technology to have monitors and keyboards present at the furniture fair to assist in evaluation of the office typicals.
- It was noted that Cannon should be made aware that it is the preference of Webster that the sidelites between the offices have film applied. They should not be clear. **SBC has reached out to Lynn.**
- It was requested to add a modesty panel the height adjustable table.
- It was noted that classroom tables would need to have robust casters. The ease of adjustability in the height adjustable (ADA) table will also be an important factor in evaluating the classroom tables. The tables currently used in the EAB are undesirable.
- Cut sheets are to be provided which show the ability of the teacher station to accommodate technology. **The cut sheets have been requested from the manufacturer, SBC to forward upon receipt.**
- It was requested to add a classroom chair with a high back/headrest option.
- The teaching kitchen stools will need to be ADA height, and may need to look more residential.

MEETING NOTES

13277 Webster ISB

10/4/2016

- It was suggested that badges will be provided for faculty to wear during the furniture fair. Webster to provide a roster of attendees.
- It was discussed to add lounge more lounge furniture in the common areas and in the connections to the EAB. Review AV drawings to ensure there aren't conflicts with digital signage locations. Spellman Brady will provide layouts and will evaluate the impact on the budget.
- It was stressed that lounge furniture should be comfortable.
- It was noted that the large "W" on the wall at the stairwell has been eliminated.
- It was noted to look at changing the carpet in the second floor lobby entry to walk-of carpet. This area should be high impact.
- Place lounge furniture at the end of corridors where possible. Lounge furniture should be impactful and provide a focal point at the end of the corridor. Each space should have its own character.
- It was questioned if the instructor stations in the general purpose labs were part of the millwork or furniture package. **It has been confirmed that these stations are in the millwork package.**
- The height of the counter in the teaching kitchen was questioned. **It has been confirmed that the counter is at ADA height, 34" a.f.f. Stool options will be adjusted accordingly.**
- It was discussed that additional furniture that will not be shown at the furniture fair will be reviewed at a later date. This will include the outdoor furniture package. If possible, Spellman Brady will show outdoor chair options at the furniture fair as chairs will be moveable (not attached to the tables).
- SIM lab casework has been removed from the millwork package and will be moved into the FF&E package and budget.
- Spellman Brady will update the furniture fair documentation and prepare an agenda for the PEC meeting on October 27th. The information to be presented at the PEC meeting includes: updated furniture plans including additional lounge furniture, and review of the furniture being provided for evaluation at the furniture fair.

NEXT MEETING DATE: TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting. Image page includes ancillary furniture items being ordered for the furniture fair.

See attached furniture plan – presented at meeting.

Prepared by:

Amanda Renshaw arenschaw@spellmanbrady.com

Bruce Hentges bhentges@spellmanbrady.com

Trisha Militello tmilitello@spellmanbrady.com

Spellman Brady & Company



MEETING NOTES

13277 Webster ISB

11/18/2010

Webster
Interdisciplinary Science Building

Date of Meeting: 11/10/2015
Meeting Time: 10:00am – 4:00pm
Meeting Location: EAB Paric Conf. RM 358
Revision Date: TBD

FF&E User Group Workshop 1

Purpose: review the preliminary furniture layouts for function and develop furniture budget

Agenda:

10:00 – 11:00

Deans' Suites and Institute of Human Rights

topics: offices, common spaces, conference rooms, work/copy rooms

Attendants:

- ☑ Jennifer Broeder, jbroeder@webster.edu
- ☑ Erin Cornell, erincornell06@webster.edu
- ☑ Debby Miller, debbym@webster.edu
- ☑ Emily Grise, emilygrise07@webster.edu
- ☑ Danielle MacCartney, dmaccartney12@webster.edu
- ☑ Joseph Stimpfl, jstimpfl@webster.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- bookshelves and filing
- like flexibility of mobile table
- 2 guest chairs preferred
- closed cabinets preferred over open bookshelves
- prefer 2 monitors
- modesty panel on mobile table (Bruce stated we will provide a mock up at furniture fair)

Deans office:

- need flexibility
- coffee table with sofa
- will revisit layout at a later date - lounge vs conference

Debby/Director of operations:

- needs extra files - qty: 2 30"x30"

Other:

- need storage for marketing materials/ office supply (niche – closed door lockable storage)
- noted there are 4 digital signage locations (1 per floor)

Reception:

- always 1 person at desk
- 4 waiting chairs
- coffee bar in waiting area

Conference:

- buffet to be a piece of furniture

Work Room:

- built in – 1 copier/ printer

Conference Room large – 1st floor:

- want mobility - flip top/ nesting
- will need storage for nested tables and chair carts
- need more consideration on how this space will function

Commons:

- mostly group studying
- 4 person tables
- add bench next to door to keep students from sitting on the ground
- high top tables for receptions/events

Exterior Furniture:

- what is needed? Sloped toward building

11:00 – 12:00

Psychology and Quantitative Lab

topics: offices, common spaces, conference rooms, work/copy rooms

Attendants:

- ☑ Michael Hulsizer, hulsizer@webster.edu
- ☑ Amanda Kracen, amandakracen27@webster.edu
- ☑ Gloria Grenwald, grenwald@webster.edu
- ☑ Eric Goedereis, ericgoedereis18@webster.edu
- ☑ Joseph Stimpfl, jstimpfl@webster.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- bookshelves (to ceiling)
- like flexibility of mobile desk (worried about moving with locked casters)
- 2 guest chairs (armless/caters) preferred
- hutch lighting – soft lighting (ambient/ led)
- would like a large fixed desking option
- prefer coat bar over coat closet
- ergonomic solutions – sit stand desk. Task chairs specific to employee – Can these be existing?
- tackable surface outside of offices/ workrooms

Lab:

- solid opaque dividers – 2'H min. (would like to see at furniture fair)
- 3- 5high lateral files
- printer cart
- armless chairs on casters
- combination whiteboard/projection
- low profile/wall mount monitors

Commons:

- tackable/writable surface
- display cases
- want flexibility in areas
- (1) collaborative area with tv meeting/workstation (in visible area) was a consideration

Interview Conference:

- shades on exterior windows
 - mobile tables
 - projection on side wall
 - 1 table
 - no built ins - furniture buffet
-

1:00 – 2:00

International Language and Cultures

topics: offices, common spaces, translation lab, teaching kitchen

Attendants:

- ☑ Paula Hanssen, hanssen@webster.edu
- ☑ Emily E. Thompson, thompsem@webster.edu
- ☑ Joseph Stimpfl, jstimpfl@webster.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- extra wall bookshelves or files (still need a lot of filing)
- imacs and laptop computers
- want mobility - able to fit 4 students around round table
- prefers open bookshelves over closed doors
- writable surface between overhead and desk / or on surface of desk
- blackout shades
- prefer coat hook over coat closet
- want to see a sit stand option

Translation Lab:

- no dividers
- mobile tables preferred (72"W)
- drawers in teachers desk for storage
- table for printer that provides storage below

Teaching Kitchen:

- class of 10 with 10 additional chairs along wall (20 chairs total)
- height adjustable stools with foot rest

Lab:

- stool height throughout (armless, footrest, with back, no casters)

Commons:

- flexible lounge seating, sofa or chairs that can be pushed together for students to rest
 - outside of auditorium - would be a good reception space needs flexible furniture
 - all meeting spaces to have writable surfaces and projection
-

2:00 – 4:00

Religious Studies, Biological Sciences

topics: offices, common spaces, computation lab, science lab

Attendants:

- ☒ Dr. Stephanie C. Schroeder, schroeds@webster.edu
- ☒ Dr. Mary Preuss, marypreuss34@webster.edu
- ☒ Dr. Ryan Groeneman, ryangroeneman19@webster.edu
- ☒ Dr. Victoria Brown-Kennerly, vbrownkennerly64@webster.edu
- ☒ Keith Welsh, welshke@webster.edu
- ☒ Joseph Stimpfl, jstimpfl@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Punit Jain, pjain@cannondesign.com

Notes:**Private offices:**

- 8" bookshelves preferred by flex
- interior offices - 3 walls of bookshelves
- frosted glass for privacy (having concerns)
- whiteboard/ writing surface
- need more filing

Adjunct office/Workroom:

- lockable
- can drop off items and meet with students

Mail Boxes:

- office staff vs workroom
- need space for students to turn in assignments after office hours
- would need keys for all departments

Commons:

- tackable / white board surfaces
- flexible
- prefer collaborative tables over lounge seating for group studying
- multiple charging stations
- coat rack for students
- mobile writable tables
- no end tables

Lab:

- 12 stools in each research lab
- hard plastic stools, adjustable height, no casters
- casework (lab grade)

Chem Safety Officer:

- needs binder storage

Biology Sciences:

- whiteboard paint - no 3 panel white boards

Geldoc:

- 3 microscopes
- adjustable height stools with backs

Tissue culture hood & Biology Safety hood:

- 1 chair each

Biology Lab:

- mobile lab casework with drawers
- plastic or vinyl stools; no casters, small or no back

MEETING NOTES

13277 Webster ISB

11/18/2010

Prep Labs:

- no stools

Cold Room:

- 1 stool
-

NEXT MEETING DATE: TBD

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Enclosed:

See attached image page – presented at meeting

Prepared by:

Trisha Militello

314.669.3478

tmilitello@spellmanbrady.com



MEETING NOTES

13277 Webster ISB

9/9/2016

Webster
Interdisciplinary Science Building

Date of Meeting: 09/07/2016

Meeting Time: 9:00 – 5:00

Meeting Location: EAB Rm 358

FF&E User Group Workshop #1

Agenda

Objectives during each group session:

- Review feedback and notes from previous workshops (conducted November 2015)
- Confirm furniture layouts (office, lab, classroom, and public spaces) and needs for each space
- Review furniture options that will be shown during the furniture fair

9:00 – 10:00

Dean's Suite / Kickoff Meeting

Attendants:

- ☑ Jennifer Broeder, jbroeder@webster.edu
- ☑ Erin Cornell, erincornell06@webster.edu
- ☑ Debby Miller, debbym@webster.edu
- ☐ Joseph Stimpfl, jstimpfl@webster.edu
- ☑ Craig A. Miller Sr., craigmiller29@webster.edu
- ☑ Leona Graham, leonagraham14@webster.edu
- ☑ Marty Martin, deweymartin21@webster.edu

Notes:

- The Dean has not yet been hired, targeting to have someone in place by February. Because of this, the Dean's Office furniture needs are on hold. Furniture decisions will need to be made in March so that order placement can take place in time for installation the end of June.
- No receptionist has been hired yet, however they may need two desks in the reception area for student workers
- Some areas may remain unfurnished until additional staff is hired
- It was discussed that some departments would like to bring their existing furniture. Craig left it to the deans to determine with each department will be allowed to reuse. SBC to walk-through the existing offices to document the existing product. Looking to schedule the walk-through for 9/14/16.
- First floor conference room will be set up for video conferencing. It was determined that one large table would be preferable to mobile tables. The table will likely need power, however the deans are to decide if they would prefer a wireless system (Air Media) which would mean a computer system would be housed in a separate credenza and a presenter would use a wireless keyboard/mouse
- First floor commons – they would like the option to bring in mobile, bar height tables for events. It was discussed that we may need to have a workshop with the Special Events Team to coordinate their needs.
- Updated floor plans are to be sent to Jennifer Broeder to distribute accordingly – Webster to provide

10:00 – 11:00

Nurse Anesthesia & Nursing

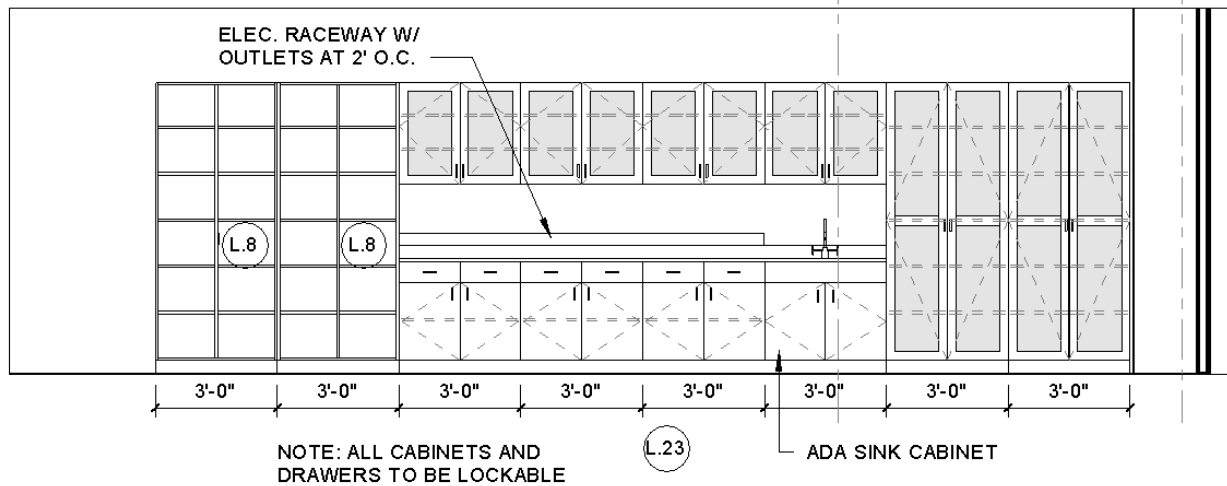
Attendants:

- ☒ Mary Ann Drake, drakema@webster.edu
- ☒ Jessica McKay, jessicamckay16@webster.edu
- ☒ Jill Stulce, jillstulce02@webster.edu
- ☒ Susan McFarlan, susanmcfarlan08@webster.edu
- ☒ Jan Palmer, janicepalmer47@webster.edu
- ☒ Dorcas McLaughlin, dmclaughlin53@webster.edu
- ☒ Martina Steed, martinasteed32@webster.edu
- ☒ Gabbie Halley, ghalley54@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☒ Marty Martin, deweymartin21@webster.edu

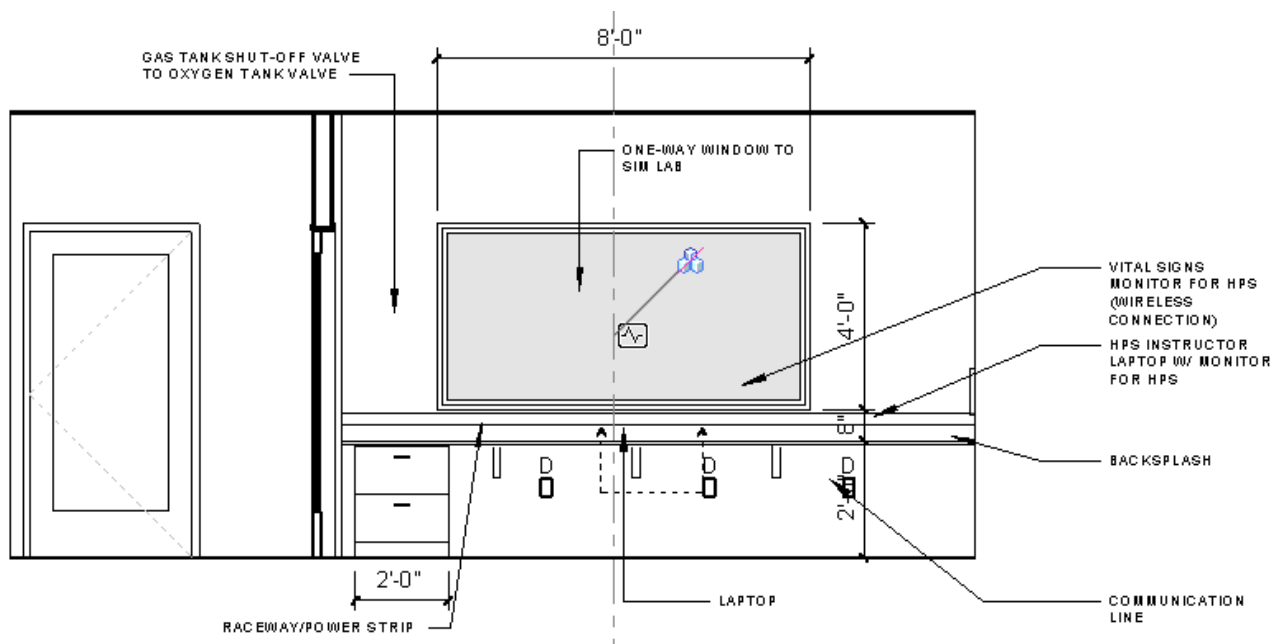
Notes:

- Department typically has (2) monitors and a laptop/docking station. They want to be able to turn the monitor to share information with a student in a meeting, however, they don't want the monitors to interfere with face-to-face contact during meetings. Monitor arms would be beneficial. It was discussed that we would set up the desk mock ups with monitors and monitor arms at the furniture fair so the team can see how these can be configured on the desk.
- They like the idea of sit/stand but they also want to have face-to-face meetings with students.
- Reps need to maximize filing storage – look into adding more within their office.
- Exam tables in labs will be new – they do not need to be motorized.
- They will need privacy curtains for the exam tables in the health assessment room. These were not originally planned; we will need to add tracks & curtains to the furniture budget.
- They like mobile, flip/nest tables in the health assessment room. See elevation on next page for clarification on outlet locations in built in casework.
- They like the idea of lab stools with tablet arms, however they want to evaluate at the furniture fair how the tablet will interact with the lab tables.
- The control room will also serve as the sim coordinator's office. Check the millwork plans to make sure a desk space is accommodated. See elevations on next page.
- Simulation Lab needs 3-4 stack chairs for student observers and also a lab stool at the head of the bed. Stack chairs could also be a tablet arm stool to incorporate writing surface.
- (3) task chairs will be needed in the cadaver lab for Dr. Bergman and (2) student workers
- The department expressed concern that there are only two general classrooms planned for the space. They are concerned about scheduling conflicts with EAB for night class space.

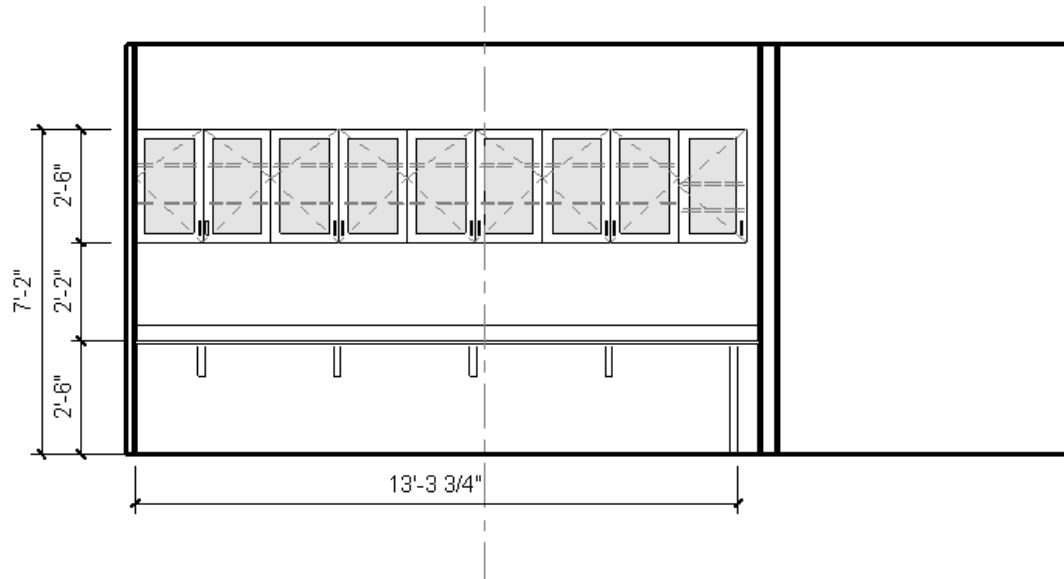
Health Assessment - South Elevation



Control Room - West Elevation



Control Room – East Elevation



11:05 – 12:00

International Language and Cultures

Attendants:

- ☒ Carolyn Trachtova, ctrachtova77@webster.edu
- ☒ Emily E. Thompson, thompsem@webster.edu
- ☒ Silvia Navia, navia@webser.edu
- ☒ Mercedes Stephenson, mstephenson04@webser.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☒ Marty Martin, deweymartin21@webster.edu

Notes:

- The adjuncts for this department use the office full-day, more than just a touch-down space. Their adjuncts prefer individual desks instead of a shared counter. They will need filing/storage.
- Adjuncts currently have: 4 individual desks, 4 task chairs, 2 computers, table to meet with students, 2 file cabinets, 2 bookshelves and bulletin boards.
- They may prefer the tables in the offices to be mobile instead of height adjustable so they can sit closer to the windows. They are concerned about how the natural light will affect their workspace.
- They would like to add a table & (4) chairs to the open lounge area. They would also like to add a coffee table and magazine rack and/or bookcase. Consider adding lamps.
- It was discussed that Webster is planning to use Walltalker, not writable paint. Translation Lab will have two walls of writable surface. Testing Labs do not call out for writable surface per the drawings.
- It was asked if magnetic paint can be used in the offices
- The testing room will need a computer or laptop for some test situations. Worksurface to have grommets.
- In the kitchen, stools with backs are preferred.

1:00 – 2:00

Biological Sciences

Attendants:

- ☒ Dr. Stephanie C. Schroeder, schroeds@webster.edu
- ☒ Dr. Mary Preuss, marypreuss34@webster.edu
- ☒ Julie Mehringer, juliemehringer63@webster.edu
- ☒ Becky Wheeler, beckywheeler14@webster.edu
- ☒ Garrett Bergfeld, garrett@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☐ Marty Martin, deweymartin21@webster.edu

Notes:

- Stephanie mentioned that some staff (APS) are very interested in reusing their existing furniture for sentimental reasons. It was discussed that this would be at the discretion of the deans. SBC will walk-through the existing spaces to document product to be reused.
- Dr. Bergfeld will need (3) stools in the cadaver lab as well as a color laser printer. The stools will need to be poly (no upholstery) as for a clean room.
- There are generally no additional storage needs for the adjuncts, but 2-3 desktop computers were requested.
- It was discussed that mailboxes need to be secure with slots and keyed locks. They need to be accessible to students during off hours so can't be in a locked room. SBC will show options.
- Is their locking storage in the millwork in the staff mail room? They are concerned about keeping bio supplies secure from student access. Per the drawings, there is no lockable storage in the work rooms.
- In the labs, a basic 4-leg, backless stool without height adjustability is preferred. They find the stools with larger bases to be a trip hazard.
- Wanted to confirm which labs had mobile tables vs. fixed, and which were seated height vs. standing. SBC confirmed the following:
 - o Second Floor – mobile tables at 2'10" height / some built in casework is at 2'6"
 - o Third Floor – mobile tables at 2'10" height / some built in casework is at 2'6"
 - o Fourth Floor – fixed tables at 2'10" height / some built in casework is at 2'6"
- They would like to see photos of lab tables that were selected – Webster to provide
- In the research space only, they would prefer the stools have backs.
- The chemical safety officer will need as much binder storage as possible.
- The layout of the faculty/staff office (Becky from Bio and Nicole from ASP) will need to be revised:
 - o Layout for (2) staff instead of 3
 - o Turn desks to face the doors – I-shape or U-shape if possible
 - o Need additional filing – Becky will need (2) lateral files
 - o Need a place to receive deliveries/boxes. Consider adding a table, or using 3H files with a laminate top to create a staging area for deliveries. They typically receive up to (15) packages at a time.
 - o Becky has a small printer for the Bio department
 - o Bookshelves would be nice but are not necessary

2:00 – 3:00

Anthropology, Sociology & Psychology

Attendants:

- ☒ Nicole Egelhofer-Wells, negelhofer00@webster.edu
- ☒ Linda Woolf, woolfm@webster.edu
- ☒ Hellen H. Mitchell, hmitchell33@webster.edu
- ☒ Amanda Kracen, amandakracen27@webster.edu
- ☒ Gloria Grenwald, grenwald@webster.edu
- ☒ Gary Kannenberg, kannengd@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☐ Marty Martin, deweymartin21@webster.edu

Notes:

- It was noted that only the psychology department was represented at the meeting, there were no representatives from anthropology or sociology.
- Many staff members do not want new furniture, they want to reuse their existing if possible.
- Adjuncts – it was discussed that they may want to add dividers for some spaces to create more focused work areas. Craig recommended that they look at the EAB adjunct space.
- It was discussed that the existing bookcases are likely too tall for the new space.
- In the quantitative lab, the tables need to be mobile/nesting.
- Teacher stations will be mobile and equipped with Air Media - this may be true for all teacher stations.
- The tables in the interview room (Qualitative Lab) need to be mobile/nesting.
- SBC to provide alternate classroom layouts that show tables in collaborative layout and/or chairs only.
- It was noted that it would be nice to have some static 4-leg chairs available in common spaces (similar to the Acquaint) for users with various ergonomic and accessibility needs.
- In the faculty/staff office (shared with Becky from Bio) Nicole needs:
 - o (2) lateral files (currently has 4 lateral files, but trying to purge)
 - o 2-3 guest chairs
 - o Currently has a u-shaped desk
 - o Will be bringing a mini-fridge

3:05 – 4:05**SGA Students****Attendants:**

- ☒ Jennifer Student – Director of SGA, jstewart15@webster.edu
- ☒ Andrew Young, Student andrewyoung16@webster.edu
- ☒ Brenda Tinnemeyer, Student brenda.tinnemeyer@gmail.com
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☐ Marty Martin, deweymartin21@webster.edu

Notes:

- The students like the look of the more contemporary furniture. They don't want it to be too comfortable so students don't sleep on it.
- Would like to see coffee tables added to the lounges with sofas.
- Inquired about site furnishings for outdoor areas (sunken garden)
- It was requested by Leona & Craig to add lounge furniture in the connection space between the EAB and ISB
- Students inquired as to if a headrest option would be available on the classroom chairs
- Like that the classroom tables (referred to the Tiered classrooms in EAB) have power incorporated.
- The students would prefer multiple 2-top tables (round) in the lounge spaces instead of a single 4-top
- Would like the interior / exterior renderings of the building to be accessible so they can be shared with other students – Webster to provide
- Noted there is an SGA meeting on October 11 from 3:00-5:00 so they will be unavailable at that time to participate in Workshop #3.

4:05 – 5:05

Wrap Up session with Deans

Attendants:

- ☒ Jennifer Broeder, jbroeder@webster.edu
- ☒ Dr. Stephanie C. Schroeder, schroeds@webster.edu
- ☒ Joseph Stimpfl, jstimpfl@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu
- ☐ Marty Martin, deweymartin21@webster.edu

Notes:

- The dean's suite will furnish (5) offices at this time – dean's office and 4 private offices.
- The dean's office will relocate to the center of the suite - this will require the wall between office 209 and 211 be removed to create one large office for the dean. It is desired to keep the door on the right into this office, while removing the door on the left. The current dean's office will remain unchanged and will also be labeled as "Dean's Office". The existing Dean's Office 215 will remain unfurnished.
- Offices 212 and 214 will remain unfurnished OR may be allocated to another department, TBD.
- It was discussed that for Workshop #2, it would be beneficial to have departments that share space in the same meeting (i.e. biology and ASP)

It was discussed that the 9/23 meeting will be rescheduled to 9/20 due to homecoming. Faculty will not be available between 3:00 and 4:30 due to faculty meetings.

NEXT MEETING DATE: Tentatively Rescheduled for September 20

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting

Prepared by:

Amanda Renshaw arenschaw@spellmanbrady.com

Lara Slavkin lslavkin@spellmanbrady.com

Spellman Brady & Company



MEETING NOTES

13277 Webster ISB

9/23/2016

Webster
Interdisciplinary Science Building

Date of Meeting: 09/20/2016

Meeting Time: 8:00 – 5:00

Meeting Location: EAB Rm 358

FF&E User Group Workshop #2

Agenda

Objectives during each group session:

- Review renderings of building exterior & interior provided by architect and discuss the overall aesthetic of the space. In particular, review glass film detail along private office corridors.
- Review findings of the walkthrough at Webster Hall regarding staff office existing conditions.
- Review additional private office typical furniture layout and storage options.

8:00 – 9:00

Events/Ceremonies, Accessibility, Facilities Operations

Attendants:

- ☒ Nancy Higgins, Events/Ceremonies, higgins@webster.edu
- ☒ Heather Arora, Events/Ceremonies, heatheraurora13@webster.edu
- ☒ Cindy Yamnitz, Accessibility Committee, cynthiayamnitz36@webster.edu
- ☒ Kelsey Wingo, Facilities Operations, kelseywingo07@webster.edu
- ☒ Gil Morales, Facilities Operations, moralesg@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- SBC to provide layouts for different event opportunities in the 1st and 2nd floor lobby and 3rd floor common area. The Events team would like dimensioned plans of each area.
- SBC to provide outdoor furniture options for sunken garden areas. Options will be shown at a future workshop and, if possible, shown at the furniture fair. The outdoor area would include benches, tables with an optional umbrella, and chairs.
- It was discussed that a push-button may be needed for the restroom doors depending on their weight – Webster to review with Cindy and the Accessibility Committee.
- It was discussed that large wheelchairs may require a larger turn radius than currently shown inside classrooms. It was decided that since the tables are mobile (on casters) angling the end table in the first row may provide a solution.
- The facilities team expressed concern that the carpet inset located in the 1st floor lobby may be susceptible to heavy foot traffic. They would prefer to see a walk-off type material in this location.
- It was confirmed there is no furniture needed in the following locations: Loading Dock, Electrical and Mechanical rooms.

MEETING NOTES

13277 Webster ISB

9/23/2016

- Height adjustable round tables are to be provided for the third floor commons to allow flexibility for events. Additional height adjustable tables for events held in the first and second floor common areas would be stored in the EAB.
- Faculty expressed they prefer round tables over square tables for setting up events.
- SBC was informed Webster has had issues with casters breaking on items that have been moved around for events. It was discussed that chairs being provided for special events in the ISB would not have casters, and would instead be stacking chairs with moveable carts.
- It was discussed that benches should be added in the connection between the EAB and ISB on the first floor.

9:00 – 10:00

Dean's Suite

Attendants:

- ☒ Jennifer Broeder, jbroeder@webster.edu
- ☐ Erin Cornell, erincornell06@webster.edu
- ☐ Debby Miller, debbym@webster.edu
- ☐ Joseph Stimpfl, jstimpfl@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- The building renderings were reviewed, with attention to the glass film being applied along the private office corridors.
- The findings of the walk-through of Webster Hall were reviewed. Based on the walk-through, it was determined that there may be additional storage needs in the faculty offices.
- New staff office typical furniture layouts were reviewed. New typicals include options for both interior and exterior office scenarios. Additional storage has been incorporated. Typicals are provided at the end of the document for reference.
- It was mentioned that department chairs and program offices may still have the need for a more traditional I-shaped desk. A typical layout may need to be provided to address this scenario.
- SBC suggested that desks be provided as part of the new furniture package. Some individuals may have a desire to reuse existing ancillary pieces (primarily seating). These pieces could be reused. Once offices are assigned, SBC will work with individuals who wish to reuse furniture items to ensure fit in the new office layout.
- It was discussed that, due to the amount of glass in the new building, space for hanging art and personal items within the faculty offices would be limited.
- It was discussed that the faculty may have additional needs for posting schedules, office hours, etc. than is currently being provided. It was suggested that the signage package be revised to incorporate an 8-1/2"x11" sleeve for each office for postings.
- A desire was expressed for the dean's suite to have an elegant aesthetic. The look will be contemporary and high-end.
- There are concerns regarding funding for the aquarium – these concerns will be addressed by Webster.

11:00 – 12:00 International Language & Cultures

Attendants:

- ☒ Carolyn Trachtova, ctrachtova77@webster.edu
- ☒ Paula Hanssen, hanssen@webster.edu
- ☐ Emily E. Thompson, thompsem@webster.edu
- ☐ Silvia Navia, navia@webser.edu
- ☒ Mercedes Stephenson, mstephenson04@webser.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Building renderings were reviewed, with attention to the window film being applied in faculty office corridors. It was discussed that the amount of glass in the new facility would limit the amount of space available for hanging postings and personal items.
- It was noted that some of the offices will have a side-lite between adjacent offices. Craig noted that a frosted film will be applied to this side lite.
- In the faculty offices, a round table was preferred. The faculty would like to maximize book storage within the offices.
- Faculty confirmed the overheads in adjunct areas will not need to lock, however the mobile pedestals do need the ability to lock. SBC confirmed that keys could be provided for multiple users if preferred.
- It was discussed that there are currently two computers located in each four-person adjunct offices. These computers are shared by the adjuncts so it is important that they be located on a shared worksurface, not at an individual's desk. The layout options will be revised to show common computer surfaces. Webster to confirm how many computers will be provided/reused for each adjunct space. SBC will provide revised layout options for the adjunct offices during the one-on-one meetings.
- Faculty believed tackable surfaces near private offices would be beneficial if it could be incorporated.

12:00 – 2:00 Biology, Anthropology, Sociology, Psychology

Attendants:

- ☒ Dr. Stephanie C. Schroeder, Biology, schroeds@webster.edu
- ☒ Dr. Mary Preuss, Biology, marypreuss34@webster.edu
- ☐ Julie Mehninger, Biology, juliemehninger63@webser.edu
- ☒ Becky Wheeler, Biology, beckywheeler14@webser.edu
- ☐ Garrett Bergfeld, Biology, garrett@webser.edu
- ☒ Nicole Miller-Struttman, Biology, nicolem42@webster.edu
- ☒ Nicole Egelhofer-Wells, ASP, negelhofer00@webster.edu

- ☐ Linda Woolf, Psychology, woolfm@webster.edu
- ☒ Heather H. Mitchell, Psychology, hmitchell33@webster.edu
- ☐ Amanda Kracen, Psychology, amandakracen27@webster.edu
- ☒ Gloria Grenwald, Psychology, grenwald@webster.edu
- ☒ Gary Kannenberg, Psychology, kannengd@webster.edu
- ☒ Michael Hulsizer, Psychology, hulsizer@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- The faculty inquired as to when and how the offices would be assigned. It was discussed that the office assignments will be at the discretion of the deans. It was requested that the offices be assigned prior to the next workshop.
- The building renderings and furniture typical layouts were reviewed. It was requested to see a layout option that would provide low storage against the exterior glass – SBC to provide this typical layout option for review during the one-on-one meetings.
- Some faculty may still prefer the original I-shaped typical with a more traditional desk orientation – this typical layout is still an option. SBC will provide a rendering of this option for review at the one-on-one meetings.
- SBC will provide the dimensions of the proposed shelving units shown in the typical office layouts as well as the lineal inches of shelf space available per unit. It was requested that the faculty be sent a plan that notes that columns located within the faculty offices and how the columns will impact the amount of storage that could be provided in each office. See enclosed floor plan of the Biology and ASP department offices – includes dimensions, column locations, and max shelving capacity per office.
- It was determined that the shared staff office layout for Nicole and Becky is adequate. Panels with a transaction counter should be added for each desk. Storage is to be provided below the counter, though space will need to be left available for a small mini-refrigerator. It was noted that Nicole will have one computer monitor and Becky will have two monitors.
- Faculty stated that the mail cubbies do not need to be individually locking since they will be located in a lockable office. The faculty is to provide the number of mail slots needed. SBC to verify that the height of the mail cubbies remains accessible.
- It was discussed that due to the amount of glass in the new building, space to hang postings and personal items would be limited. SBC discussed the possibility of having an 8-1/2"x11" sleeve added to the signage package for postings. Some faculty mentioned that students may need to write on the insert. It was asked if the type of display/message board provided for each office could be customized per faculty member.
- It was emphasized that tackable/ display areas are desired and important to be able to communicate with students and help with advertising for organizations. It was preferred to have display cases, tack boards and digital signage in common areas.
- Signage and digital signage locations are to be provided for review.
- There are two labs that have not yet been named due to them being used for multiple classes and having long titles. It was discussed that the signage on these labs be changeable.

- Webster to provide SBC with a list of faculty that have task chairs for back issues. Some of these faculty may reuse existing chairs based on the chair's age/condition. A photo of any items to be reused are to be submitted to SBC.
- It was discussed that multiple offices would be controlled by a single thermostat. Thermostats will be located within the faculty offices. It was requested by the faculty to know which offices will be controlled jointly prior to office assignments being made. This information will be requested from the architect and will be shared with Webster upon receipt.

2:05 – 3:05 Nursing & Nurse Anesthesia

Attendants:

- ☒ Mary Ann Drake, Nursing, drakema@webster.edu
- ☐ Jessica McKay, Nursing, jessicamckay16@webster.edu
- ☒ Jill Stulce, Nurse Anesthesia, jillstulce02@webster.edu
- ☐ Susan McFarlan, Nursing, susanmcfarlan08@webster.edu
- ☒ Jan Palmer, Nursing, janicepalmer47@webster.edu
- ☐ Dorcas McLaughlin, Nursing, dmclaughlin53@webster.edu
- ☐ Martina Steed, Nurse Anesthesia, martinasteed32@webster.edu
- ☒ Gabbie Halley, Nurse Anesthesia, ghalley54@webster.edu
- ☒ Vicki Coopmans, Nurse Anesthesia, vickicoopmans20@webster.edu
- ☐ Craig A. Miller Sr., craigmiller29@webster.edu (attended ISB OAC Meeting)
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Faculty preferred the original I-shaped desk orientation with height adjustable table for private offices. It was discussed to have monitors located on the height adjustable surface. SBC will provide a rendering of this typical layout for review during the one-on-one meetings.
- The group stated they do not need as many bookshelves as the typical/ renderings SBC presented. They would need more filing than bookshelves.
- Faculty would like to have cork on their individual doors and does not think it would be beneficial if it was not located near each door. They prefer the tackable surface over writable. The two departments need separate tackable space if possible.
- A lockable drop box is needed for the each department.
- Faculty liked the idea of the 8.5"x11" sleeve being added to the private office signage to allow for them to place schedules or other information.
- Nursing would like to bring over existing display case. It was discussed both departments would like to have a display case. SBC to look into options for ordering both new so that they would be matching. Display cases to be located in the common area.
- Nursing to confirm the posting requirements from their various accreditations. SBC proposed the posting areas to be located in the work room.

3:05 – 4:05

SGA Students

Attendants:

- ☒ Jennifer Student – Director of SGA, jstewart15@webster.edu
- ☒ Andrew Young, Student andrewyoung16@webster.edu
- ☒ Brenda Tinnemeyer, Student brenda.tinnemeyer@gmail.com
- ☒ Katherine Bush, Student, Katherine.s.bush@gmail.com
- ☒ Kalani Seaver, Student, kseaver27@gmail.com
- ☒ Heather Hamilton, Student, heatherlchamilton@gmail.com
- ☒ Scott Lunte, Student, slunte@sbcglobal.net
- ☒ Emily Mertz, Student, emilymertz47@webster.edu
- ☒ Kyle Anderson, Student, kyleanderson93@webster.edu
- ☒ Natalie Mayor, Student, nataliemayor96@gmail.com
- ☒ Dina Sallam, Student, tawfikm94@webster.edu
- ☒ David von Seckendorff, Student, dannyvfilms@gmail.com
- ☒ Megan Price, Student, mprice11@webster.edu
- ☒ Hannah Price, Student, Hannah.price96@gmail.com
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Renderings were reviewed. The students expressed concern that the transparency of the classrooms could cause issues for students with attention disorders. SBC to provide full black-out drapery options for the classrooms for review during Workshop #3.
- SBC to provide classroom seating options with a head rest.
- Students expressed a concern with the only food location being the vending machines located on 1st floor. There was a discussion about a food cart for students with night classes.
- Students asked if televisions would be provided in the commons spaces.
- Students discussed the accessibility of the space as well as the availability of accessible parking.

4:05 – 5:05

Wrap Up session with Deans

Attendants:

- ☒ Jennifer Broeder, jbroeder@webster.edu
- ☒ Dr. Stephanie C. Schroeder, schroeds@webster.edu
- ☒ Joseph Stimpfl, jstimpfl@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Leona Graham, leonagraham14@webster.edu

Notes:

- Deans will work on the private office room assignments.
- Workshop 3 is being postponed until further notice.
- SBC's next steps will be to meet with each faculty and staff one-on-one to discuss private office options and make layout selections. Meeting dates are to be determined.
- During the next PEC meeting there is to be a discussion regarding artwork.
- SBC to place furniture orders the beginning of March 2017.
- Deans' office furniture will be the last items ordered.
- Deans to confirm if the Institute of Human Rights will be moving into the ISB building.
- The topping out ceremony will be held on October 14th.

NEXT MEETING DATE: TBD (Note that the Workshop #3 scheduled for October 11 has been postponed.)

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting. Image page has been updated to include shelving unit sizes and capacity.

See attached furniture plan – dimensions are noted for each biology and ASP office as requested.

Prepared by:

Amanda Renshaw arensshaw@spellmanbrady.com

Lara Slavkin lslavkin@spellmanbrady.com

Trisha Militello tmilitello@spellmanbrady.com

Spellman Brady & Company



MEETING NOTES

13277 Webster ISB

11/18/2010

Webster
Interdisciplinary Science Building

Date of Meeting: 11/11/2015
Meeting Time: 10:00am – 3:00pm
Meeting Location: EAB 253/262
Revision Date: TBD

FF&E User Group Workshop 2

Purpose: review the preliminary furniture layouts for function and develop furniture budget

Agenda:

10:00 – 11:00

Anthropology and Sociology

topics: offices, common spaces, conference rooms, work/copy rooms

Attendants:

- ☒ Jong Bum Kwon, jongkwon00@webster.edu
- ☒ Danielle MacCartney, dmaccartney12@webster.edu
- ☒ Julie Setele, juliesetete43@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- bookshelves (18" below ceiling for sprinkler) 8'W X 7'H
- Anthro has individual reference books – in office (constant growth)
- existing – 5 bookshelves across – almost to ceiling
- flex space for more books? Shared library space?
- coat bar
- measure existing spaces
- 2 guest chairs is preferred, 1 will suffice
- 4 drawer lateral files
- 2 box/box files
- equipment – 2 monitors (laptop and monitor)
- want to be able to share screen with student when advising
- flexibility to customize space is key
- integrate marker board into furniture or 2-3 feet on wall
- prefers rectangle table over round
- tackable surface between overhead and desk
- sit stand option
- designate room assignments by the end of 2015/beginning 2016
- existing furniture (lazyboy) – can these be brought over to new building?
- possibly eliminate mobile table for more room
- walls to admin corridor – showcase awards/photos – could it be incorporated digitally?

Commons:

- lounge seating preferred over tables and chairs
- community space – interaction with students
- white board surface
- display case for student/teacher awards

MEETING NOTES

13277 Webster ISB

11/18/2010

Workroom:

- concerns with only 1 printer per floor

Adjunct Room:

- overhead lockable
- no other storage (will collect junk)
- mailboxes - room will be unlocked
- location for pens, staplers, etc.

Cadaver Lab:

- no furniture (all built in)

Room 117:

- all furniture – chairs, desks, teacher station

Control Room:

- dims lights, control video wall, advances slides
- workspace – table or built in 2' wide
- 2 task chairs
- 19" rack – stacked equipment
- 4'x4' window into lecture hall – 36" AFF - (one way glass)

Other:

- need to check with Cannon – what is casework vs furniture

Lecture Hall:

- podium
- confirm seating (FF&A vs construction budget)

1:00 – 3:00

Nurse Anesthesia and Nursing

topics: offices, common spaces, conference rooms, nurse anesthesia labs, nursing labs, mock exam rooms

Attendants:

- ☒ Jennifer Broeder, jbroeder@webster.edu
- ☒ Jill Stulce, jillstulce02@webster.edu
- ☒ Vicki Coopmans, vickicoopmans20@webster.edu
- ☒ Bethany Geisler, bethanygeisler47@webster.edu
- ☒ Martina Steed, martinasteed32@webster.edu
- ☒ Gabbie Halley, ghalley54@webster.edu
- ☒ Craig A. Miller Sr., craigmiller29@webster.edu
- ☒ Punit Jain, pjain@cannondesign.com

Notes:

Private offices:

- rotate desk - work wall against the back (windows are higher)
- jill – separate table with two or three guest chairs
- mainly bookcases
- no wardrobe
- equipment – computer, laptop (docking station) printer
- open to sit stand option
- jill prefers closed door overheads
- Vickie prefers open overhead – no hinge doors to hit your head (lift/slides open)

shared office:

- no transaction counter
- (4) 5 high lateral files (2 each)
- additional filing unassigned
- work study
- tackable surface – Gabby
- acoustics
- separate work stations – privacy is important – dividers
- Gabby – 4 vertical files
- one not in front of other (person closer to door will become secretary for other)
- acoustical dividers – have sensitive/private calls to make
- prefer mail slots to be cubbies over angled rack – names adhere well
- min. 1 guest chair each
- lots of storage
- lots of foot traffic
- nurse anesthesia noisier – constant whirlwind
- modesty panel on movable table
- fax machine must be behind locked door
- student info is stored for 5 years – student files have to be behind locked door
- look into taking over adjacent office for larger space

Mock Exam:

- stool, guest chair
- exam table – motorized or not? – let nursing spec table
- possibly only have 1 and convert other into a private office to help with the shared office issue

Work room:

- (2) box/box lateral file
- mailboxes

Green Room:

- no conference table
- lounge meeting furniture

Model Assessment:

- 3 stools/chairs

Health Assessment Lab:

- mobile tables, task chairs, teaching station
- 4 exam tables

1st floor Lab:

- stools with tablet arms for lecture/lab

Cadaver Lab:

- stool (workroom)
- no FF&A

Simulation Lab:

- 3 chairs

Commons:

- chairs with tablet arms
- 1st floor – work tables with 4 chairs along with lounge seating on outside

Closet coat room:

- coat bar vs. mobile coat cart

Conference Room:

- mobile tables and chairs

MEETING NOTES

13277 Webster ISB

11/18/2010

NEXT MEETING DATE: TBD

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Enclosed:

See attached image page – presented at meeting

Prepared by:

Trisha Militello

314.669.3478

tmilitello@spellmanbrady.com



MEETING NOTES

13277 Webster ISB

2/7/2017

Webster University
Interdisciplinary Science Building

Date of Meeting: 02/27/2017

Meeting Time: 11:00-12:00

PEC Meeting

Purpose: Provide a recap of the furniture fair and share results.

Agenda: **Recap furniture fair & provide fair results**
 Discuss how the results of the fair should be communicated to the Webster community
 Discuss next steps

Notes:

- Spellman Brady provided an overview of the furniture fair, the analysis process, and the results of the fair. See attached image pages.
- It was noted that using lounge chairs that require ottomans is not desirable. It was decided to eliminate the Sway chair from the furniture package and replace it with another lounge chair with swivel.
- Next steps include meeting with Stephanie Schroeder and the department chairs to review furniture selections. It was recommended by the PEC that the faculty review be limited to furnishings that would be used by the faculty (classroom/lab furniture and private office furniture only).
- It was noted that representatives from facilities would be invited to review final product and finish selections for cleanability and durability.
- Results of furniture fair will be shared via a write-up on the website.
- The PEC requested to review the fabric selection for seating in the lecture hall in conjunction with the overall finish palette for the project.
- It was recommended that if the boardroom chairs are specified in faux leather, the deans conference chairs be specified in fabric.
- It was noted that a new dean has been hired and will be starting in May/June.
- It was discussed that furniture would be provided in unassigned offices 205, 207, and 209 in the deans suite. It was suggested that we may provide a small meeting table in unassigned faculty offices. See attached furniture plans with unassigned offices highlighted.
- A final meeting with the PEC will be scheduled to review final product and finish selections prior to order placement. **Webster to advise of the soonest date this meeting can be arranged.**
- Target date for order placement is April 1, 2017

NEXT MEETING DATE: CoA&S Review Meeting, March 8th, 1:00-2:30, LH 402.
PEC Meeting Date TBD

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

MEETING NOTES

13277 Webster ISB

2/7/2017

See attached image page – presented at meeting

See attached manufacturer bid analysis – presented at meeting

See attached furniture plans

Prepared by:

Amanda Renshaw

arensaw@spellmanbrady.com

314-669-3471



MEETING NOTES

13277 Webster ISB

2/7/2017

Webster
Interdisciplinary Science Building

Date of Meeting: 02/07/2017

Meeting Time: 9:00 – 11:30

Pre-PEC Meeting

Purpose: Review furniture fair results prior to meeting with the PEC.

Agenda:

10:00 – 11:00

Review furniture fair results

Review furniture options for areas not represented at the fair

Attendants:

☒ Craig A. Miller Sr., craigmiller29@webster.edu

☒ Leona Graham, lgraham14@webster.edu

Notes:

General Updates

- Lab casework will be eliminated in SCIN 276 and replaced with mobile nesting tables. The tables will need to have a chemical resistant top. SBC to confirm that the millwork instructor's station will also be eliminated and replaced with a mobile instructor station (furniture). SBC to verify power locations in the floor and provide power in the tables. **Action: SBC to follow up with Cannon.**
- It is not clear if the tackable surfaces outside the faculty offices have been incorporated into the signage package. **Action: SBC contacted Cannon on 2/7/17 for an update; awaiting reply.**

Furniture Fair Results

- SBC has provided voting results from the fair as well as a price comparison and analysis against the budget. Recommendations have been made for the product to be selected in each category based on the voting results and cost analysis.
- It was discussed that the voting results for the faculty office mock-ups may not be an accurate representation of the winning manufacturer, as many faculty voted based on layout of the typical. SBC has made a recommendation based on cost comparison and breadth of line. It was noted that faculty preferred white paint over silver.
- It was noted that only one faculty member has requested to bring existing furniture to include the desk & seating. **Action Item: SBC to provide photos of the existing furniture – see attached.**
- It was discussed that faculty may be given the opportunity to select their task chair individually. Chair demos may be brought back to Webster for additional evaluation. Craig would like to obtain CFO approval before providing this option to the faculty.
- SBC recommended using a wood back guest chair in the private offices. Some chairs may be provided without arms. It was mentioned that a cost savings could be obtained by providing only one guest chair per office as originally programmed. A small number of additional chairs would be provided for each department, to be shared among the faculty. **Action: Cost savings associated with providing 6 extra chairs per floor instead of 2 guest chairs per office would be around \$3,000. Extra**

chairs could be kept in the small meeting rooms, storage rooms, or adjunct office – see attached furniture plans with suggested storage areas indicated.

- It was discussed that 1-2 chairs per classroom may need to be provided with a headrest option.
- It was decided that classroom tables would be fixed top (not nesting) in all rooms except the SCIN Lab.
- Classroom tables will be powered in the General Purpose Computer Lab only (231). No casters.
- Classroom tables in the Translation Lab (419) will not have casters or power. Computers will be desktops powered from the wall.
- Classroom tables in the Quantitative (353) and Qualitative (325) labs will be fixed top, with casters.
- Instructor stations are to be reviewed by Stephanie Schroeder with faculty input. The selection should also be reviewed by Marty Martin for compliance with technology needs. The units should not need to have a door.
- Lab stool options are to be reviewed by Stephanie Schroeder as the various labs may not all be able to use the same type of stool. Concern was expressed over using an upholstered seat in a lab environment. **Action Item: SBC to create a document for Stephanie's review that will show the options available on the top two stools selected at the fair. SBC to research seat upholstery options.**
- Lounge furniture selections were reviewed in context to the floor plans. It was decided to incorporate high-backed modular lounge seating where possible.
- Exam tables are to be reviewed with Stephanie Schroeder and Jenny Broeder.
- Wood-look table & bench were selected for the sunken garden area. An umbrella option will be proposed. Outdoor waste receptacles will not be included in the furniture package.
- It was decided that a wood bench would be used in the elevator lobbies.
- Height adjustable tables will be used in the common areas where study tables are planned.
- A standing height study table with stools will be used in Commons 354. **Action Item: SBC has confirmed the walls do not have markerboard paint, but are accent paint Nacho Cheese.**
- In the boardroom, a table with panel bases will be used in order to have appropriate access to power in the floor. Confirm with Marty Martin the technology needs for the credenza.
- The dean's suite is planned to utilize an all laminate solution in the private offices. Options will be reviewed with Jenny Broeder for both the offices and dean's conference room.

PEC Meeting

- SBC will create an agenda for the PEC meeting.
- SBC will create a summary page showing all of the winning items from the fair and a high-level overview of the furniture selected for the building, focusing on student spaces.
- All documents will be sent to Craig Miller prior to the PEC meeting for review.

Move/Installation Planning

- SBC stated that 3 weeks will be needed for installation. Private office install will require 2 weeks. An additional 1 week would be needed for classroom, lab, and common area furniture.
- Office installation will need to be complete by July 31. It was tentatively discussed that offices would install July 17th-July 28th. **Action Item: SBC to create a furniture installation timeline.**
- SBC will attend move coordination meetings.
- Classes are scheduled to start 8/21/17.

NEXT MEETING DATE: PEC MEETING 2/17/17

A meeting with Stephanie Schroeder and Jenny Broeder will be scheduled to follow the PEC Meeting.

MEETING NOTES

13277 Webster ISB

2/7/2017

Comments, additions, or corrections to this memo should be communicated in writing to Spellman Brady & Company within (7) days of receipt. If no comments are received within that time period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Enclosed:

See attached image page – presented at meeting

See attached manufacturer bid analysis – presented at meeting

See attached photos of existing faculty office furniture

See attached furniture plans

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interior planning | furniture | artwork

August 25, 2016

**Webster University
Interdisciplinary Science Building
PEC Kick Off Meeting – FF&A Meeting Minutes**

Date of Meeting: August 22, 2016

Location: Loretto Hall, Room 402

Time: 10:30 – 11:30

Agenda

Overview of Building Design Package

- o Finish and plan review
 - Colored plans were shared to review flooring materials
 - Buildings finishes were presented and approved
 - Teaching Kitchen flooring change (from cork to sheet vinyl) was discussed and approved

Kick Off of Furniture Package

- o Process Review
 - Back track – Fall 2015 Department Workshops
 - Generic product criteria
 - Furniture Layouts
 - Budget development
- o 30/60/90 Timeline
 - 3 Department Workshops – Sept/Oct/Nov
 - Participants – Dean + Departments
 - Room by room final verification
 - Validate & prioritize the budget
 - Build towards FF
 - Furniture Fair – November date TBD (currently projected for week of November 28, 2016)
 - 2 day event to be at Luhr
 - Collaborative effort
 - Include entire WU Community (ISB Faculty/All Faculty/Student Gov/Students/Admin/Staff)
 - Intent is to evaluate the different products - sit test/kick tires
 - Vote and select the products
 - Everything at Fair fits in the budget

Follow Up Questions

- o Advisory Committee meeting after workshops completed – brief meeting desired
- o How is Furniture Fair data shared with PEC, design team, Webster U?
 - Share on ISB website / brief overview with PEC
- o Donor Wall / Donor Recognition – needs more discussion with Dr. Stroble and Charlie Hahn